

20th CENTURY TOUCH TYPEWRITING

COMPLETE



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20th Century Touch Typewriting

By

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PREFACE

TWENTIETH CENTURY TOUCH TYPEWRITING (Revised) is the product of a long and intensive study of the processes involved in learning to typewrite. The materials for instruction have been thoroughly tested in the classroom of the authors and of many other teachers interested in the elimination of waste effort in the teaching and the learning of typewriting.

The keyboard reaches are taught through a series of location drills. These drills constitute the most direct method of establishing a definite association between the controlling finger and the key to be controlled. An analysis of a typical location drill such as

fff jjj frf juj ftf jvj ftf jvj fff jjj

shows two distinct advantages. First, the use of **fff jjj** at the beginning of the line immediately places the major emphasis upon the stroking of the keys. Even when the control of such letters as "w" and "o" is being established, the use of "f" and "j" at the beginning of each line in the drill will definitely influence the release of the other keys. This is important as the proper key stroke and key release are essential if satisfactory progress is to be made. The stroking of "f" and "j", then, becomes the standard for keyboard release, after which the stroking of all other keys is patterned.

Secondly, the location drill offers constant contrast between adjacent reaches, such as "frf" and "ptf." This gives a definite sense of direction to the finger movements, and the correct letter-making movements thus are quickly and accurately initiated. Photographic illustrations showing the reaches to the new controls give help in establishing these movements. The distinctive method of following the illustrations with carefully arranged drills and exercises establishes the complete mechanization of habits, and makes possible the writing of consecutive matter early in the course.

A definite lesson plan has been clearly indicated, and the materials of instruction arranged in accordance with the methods evolved through recent pedagogical and psychological studies. The thought content of the sentences and the paragraphs used for practice material will commend the text to all teachers and pupils who appreciate the broad educational possibilities of a course in typewriting. All the words of the Ayres "One Thousand Most Frequently Used Words" are used in the practice material given in Part I.

Part II, which is devoted chiefly to the study of the correct forms of business letters, has the entirely new feature of presenting budgets of letters which show all correspondence relating to a complete business transaction. In this way, something of the actual office atmosphere may be sensed, and office procedure may be definitely traced and clearly understood.

Speed drills based upon a scientific analysis of the Ayres "One Thousand Most Frequently Used Words" are given. These drills, based upon the actual letter sequences, give added facility and speed in the automatic grouping of letters and the automatic writing of words.

Parts III and IV continue the use of budgets of related letters and provide a continuous drill on letter writing. Each budget is based on the correspondence of an actual business or professional office and shows the method used in solving a real business problem. Since business and legal forms are introduced as parts of budgets, their purpose is fully indicated by the accompanying letters. Thus pupils are taught not only how to fill out these special forms but also how to use them in completing business transactions.

The authors must content themselves with making a general acknowledgment of helpful suggestions and criticisms from the many teachers and students of typewriting, whose significant study of the methods and the material used has contributed much to the form and content of this text. Special recognition, however, is given to Mrs. Lucia Porter Carpenter, Mrs. Hazel Fitzgerald, Miss M. Alice Miller, Miss Gertrude E. Miller, Miss Fannie B. Harrington, and Mr. Ernest H. Crabbe.

D. D. LESSENBERRY.

E. A. JEVON.

in this morning's Times, I hereby make application for the position. I need the work as my mother is a widow. I am a graduate of the business department of the Central High School and I have had no experience, but I feel that I can fill your requirements. Will you please grant me a personal interview? Hoping you will grant me this favor, I am, Yours truly, *Clara B. Dressler*, 224 North Highland Avenue.

Incoming Letter 2

[*Your town, date to accord with preceding letters.*] Mr. John A. Thomson, The Southern Electric Manufacturing Company, [*your town and state*]. Dear Sir: Miss Margaret Dillon has just told me that she has secured the position that she and Miss Clara Dressler applied for. Both Miss Dillon and Miss Dressler have done exceptionally good work in my secretarial class in Central High School. Since their work in the classroom showed about equal ability, I should like to know why you favored Miss Dillon. This information will help me to give intelligent assistance to Miss Dressler and will be of value to me for instruction purposes. Could you find time in the near future to talk to our pupils on some topic that will help them in their chosen vocation? Your cooperation will be greatly appreciated. Yours truly, (Miss) *Anna Bourne*.

Outgoing Letter

miss anna bourne central high school [*your town and state*] dear miss bourne i decided to employ miss dillon because her letter of application gave the specific information asked for in my advertisement i am enclosing copies of the letters that i received from the misses dressler and dillon miss dresslers letter showed the following weaknesses the opening

and closing sentences begin with a participle she made a plea of unfortunate home conditions as a reason for securing the position she did not give the information asked for in the advertisement she enclosed the original copy of her letter of recommendation instead of a copy she signed her name in typewriting i am sorry that i can not find time at present to talk to your pupils perhaps the following remarks may be worth their consideration a business man considers a bright alert neatly dressed office assistant a valuable asset an applicant should look his best when he applies personally for a position he should be prepared to take a letter on trial he should not try to make his usual speed in either shorthand or typewriting if his dictator gets beyond his speed he should tell him so quietly and repeat the last few words that he has written he should leave a space after a word not heard or properly understood in order that he can refer to the place when the dictation is finished if he is interrupted while taking dictation he should spend his time looking over his notes beginning with the last sentence and he should be ready to read back if asked to do so he should not fidget in his chair tap his pencil or do any other unnecessary thing that will annoy the dictator or distract his attention before beginning to transcribe he should try out his machine he should read the letter over before beginning to transcribe and he should read the transcript over before removing it from the typewriter if an error has been made the correction should be made before the letter is submitted for the dictators approval if he is criticized he should show no resentment i trust you will consider these suggestions of sufficient value to pass them on to your pupils very truly yours *john a thomson* the southern electric manufacturing company

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47. Kennilworth & Alson, Sixth and Mercer, Lexington, Ky.
48. Johnson Fischer, 1009 Euclid Avenue, Charlotte, S. C.
49. George L. Marshall, 987 Penn Avenue, Austin, Texas
50. Gibson & Gibson, 1076 Arizona Avenue, Phoenix, Ariz.

BUDGET LXVIII

Paragraph Practice

STROKES

Our life's ambition is much like the visions, the pictures which come to the writer, or the artist. At first the vision is very sharp and strikingly distinct, but if he fails to capture it, to impress it upon his manuscript, or canvas, every succeeding vision will be a little fainter until, if not utilized, it will become so faded and so stale that it will not be worth recording.

The mere ambition to do, even the strongest determination, the most vigorous resolution to carry out some plan, will not strengthen you a particle unless you get to work on your plan or project. In fact, planning, resolving to do things, no matter how great, without the actual doing them, will weaken you. You might stand in a gymnasium and look at the apparatus as long as you live and never get a particle stronger. The pulley, weights and dumb-bells and parallel bars only develop your muscular system when you exercise with them. It is the actual doing of a thing that develops the muscle of character, strengthens the sinews of manhood, and buttresses the ambition.—Marden

65
135
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517
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1068

Including Discussions of Written and Personal Applications

The work in your office has become so heavy that additional help is required. Your employer has placed an advertisement in one of the local papers for a stenographer. This budget consists of a well written incoming letter in answer to the advertisement, a letter from the teacher of two applicants, and the answer to this last letter.

Advertisement

WANTED—A stenographer; must be neat, rapid, possess business qualifications and sound common sense; no objection to a beginner who meets these requirements; give full particulars and references. Address S. P. C., c/o Telegraph.

Incoming Letter 1

[*Your town, current date.*] Dear Sir: This is my application for the position you advertise in this morning's Times. I am nineteen years old. I am a graduate of the Central High School, having completed the academic course with elections, during the last two years, of shorthand, typewriting, business organization and law, one semester of business English, and a good course in stenog-

rapher's office practice and secretarial training. My speed in shorthand is from 100 to 125 words a minute according to the difficulty of the matter dictated. I type from straight matter at 50 words a minute and transcribe accurately at the rate of 35 words a minute. Mr. E. A. Stephen, principal of the Central High School, has given me permission to use his name as reference. His telephone number is Grant 1053. I shall be glad to call at any time that it is convenient to you if you wish a personal interview. Very respectfully yours, *Margaret E. Dillon*, 909 Rebecca Street; Telephone, Mayflower 3844.

Another application was received. It read as follows:

Dear Sir: Having seen your advertisement

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If index cards are not available, use pieces of paper cut to 3x5 inches in size.

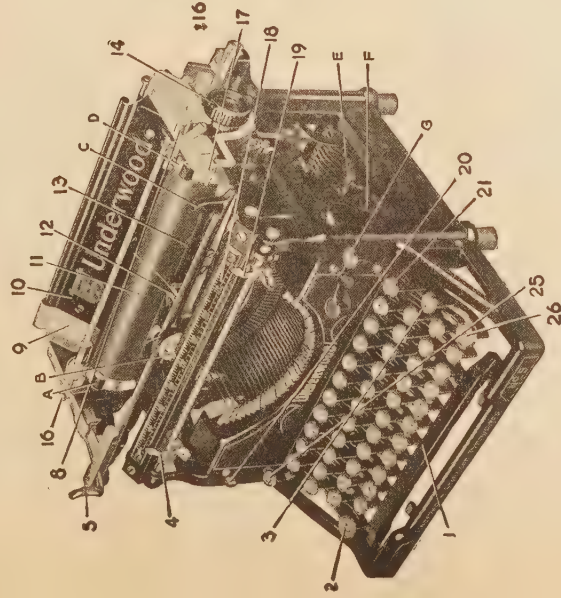
When the cards have been arranged alphabetically by name, type a tabulated list of the names in the order in which you have placed them. Then rearrange the cards in what is called geographic order. First sort them so the names of the states will be in alphabetic order; next arrange the cards of each state so the names of the cities will be in alphabetic order; finally arrange the cards of the cities so the names of the correspondents will be in alphabetic order. Type a list of the names in this order under suitable state and city headings.

1. Bloomfield & Macks, 34 Union Square, New York City
2. Ackerman & Braun, 116 Superior Street, Cleveland, Ohio
3. Jesse P. Ackers, 389 Washburne Avenue, Chicago, Ill.
4. Citizens Realty Trust Company, 213 Broadway, New York City
5. D. Abrams, 213 East Mill Street, Akron, Ohio
6. Abraham & Bros., 690 Wentworth Avenue, Springfield, Ohio
7. Breeze Manufacturing Company, 196 East Sixty-third Street, Chicago, Ill.
8. Reverend Wilbur G. Chapin, 2136 Fifth Avenue, Phoenix, Ariz.
9. Bryan Clock Company, 864 North Kansas Street, El Paso, Texas
10. Bond & Grace, 898 Perry Street, Pittsburgh, Pa.
11. Clifton L. Bronson, 140 South Water Street, Decatur, Ill.
12. Thomas H. Chap, 112 Seventh Street, Denver, Colo.
13. Bryan & Company, 709-715 Union Trust Building, Cincinnati, Ohio
14. E. A. Abbott & Company, 321 Main Street, Decatur, Ill.
15. G. E. Bright, 114 North Twenty-eighth Avenue, Omaha, Nebr.
16. Centennial Copper Works, 1503 Blake Street, Denver, Colo.
17. Bonded Audit & Appraisal Company, 2328 Indiana Avenue, Syracuse, N. Y.
18. Alfred F. Grighton, 148 Main Street, Sioux City, Iowa
19. The F. P. Abbe Company, 1588 Edison Avenue, Ashland, Wis.
20. William H. Chapp, 207 Lincoln Avenue, Morre, Okla.
21. Air-Tight Rubber Company, Twelfth and Howard Streets, Omaha, Nebr.
22. Edward F. Caldwell & Bro., 4341 Armour Avenue, Chicago, Ill.
23. Cartwright & Hurlburt, 43 Hammond Street, Philadelphia, Pa.
24. Philip A. Canope, 122 Merchant Street, Ambridge, Pa.
25. Miss Helen A. Alpern, 111 East Sixth Street, Joplin, Mo.
26. Cape Cod Fish Company, 29 East Street, Cape Cod, Mass.
27. James A. Cabell, Horsky Block, Grandledge, Mich.
28. Miss Dorothy G. Campbell, 249 Sansome Street, San Francisco, Calif.
29. E. B. Carlton & Company, Rave, Seventh & Shillito Place, Cincinnati, Ohio
30. Miss Catharine O'Hearn, 59 Bush Avenue, Boston, Mass.
31. Citizens National Bank, Scranton, Pa.
32. Mrs. Ellen F. Adams, 1004 Walton Avenue, Hartford, Conn.
33. Carleton-Morris Company, 613 Thirteenth Street, Granite City, N. H.
34. American O K System of Bakeries, Sixteenth and Douglass, Greenville, Vt.
35. Barton & Ellis Company, Atlantic Avenue., Long Island
36. Broute and Belding, 209-203 Adams Street, New Haven, Conn.
37. City Cash Market, 208 Wallace Avenue, Maysworth, Kan.
38. C. H. Cohen, 1407 Franklin Street, Piedmont, Va.
39. S. S. Bell, 873 Howard Street, Charleston, W. Va.
40. Gay and Price, 16 K Street N. W., Washington, D. C.
41. Zerner & Allison, 458 Michigan Avenue, Grand Rapids, Mich.
42. Young's Garage, 409 Washington Street, Atlanta, Ga.
43. The Urnson Hose House, East Elm and State Street, Jacksonville, Fla.
44. The Davis Music Company, Jefferson and Mills Streets, New Orleans, La.
45. Frank & Frank Shoe Company, Delaware Building, Montgomery, Ala.
46. Ira S. Southworth, 9489 18th Street, Nashville, Tenn.

The Principal Operative Parts of the Typewriter

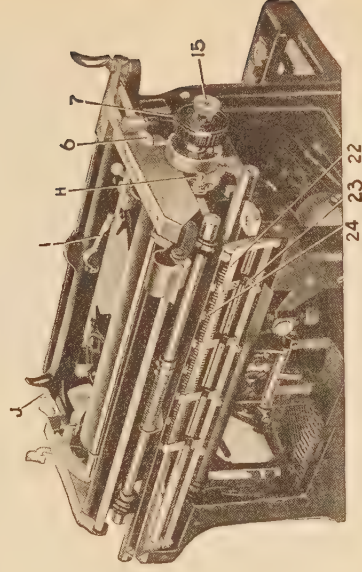
The Underwood, Remington, L. C. Smith and Royal typewriters are illustrated on this and the following three pages. The important operative parts common to all of these machines are indicated by the numbers 1 to 26. Other parts for each machine are indicated by letters.

The Underwood Typewriter



† Between 8 and 9.

- No. 1. SPACE BAR, for spacing between words, sentences, etc.
- Nos. 2 and 26. SHIFT KEYS, used in writing capital letters and upper case characters.
- No. 3. SHIFT LOCK, for writing all capitals.
- Nos. 4 and 19. MARGINAL STOPS, used to regulate the width of margins on either side of the paper.
- No. 5. LINE SPACE AND CARRIAGE RETURN LEVER, and also used to return the carriage to writing margin, and also used to space between lines.
- Nos. 6 and 17. CARRIAGE RELEASE LEVERS, for releasing the carriage so that it can be moved to any point on the scale.
- Nos. 7 and 14. CYLINDER KNOBS, for twirling the paper in either direction.
- No. 8. PAPER RELEASE LEVER, used when straightening paper in the machine; also used when removing paper from the machine.
- No. 9. PAPER GUIDE, guides the left edge of the paper. Used in connection with the left marginal stop; determines width of left margin, and insures proper centering of writing.
- No. 10. PAPER TABLE OR REST, table on which the paper rests while in the machine.
- No. 11. CYLINDER (or platen), holds the paper in position.
- No. 12. TYPE GUIDE AND RIBBON CARRIER.
- No. 13. CYLINDER SCALE, used for adjusting the paper in the machine when resetting the line in writing upon ruled paper or when correcting errors. The top of the scale comes to the bottom edge of the letters.
- No. 14. CYLINDER KNOB (see No. 7).
- No. 15. VARIABLE LINE SPACER, releases the line space gauge, and resets the line. Used when writing on ruled paper, or when lining up with a typewritten line.



- No. 16. LINE SPACE REGULATOR, regulates spacing between lines. The lever may be set for single, double, or triple spacing.
 - No. 17. CARRIAGE RELEASE LEVER (see No. 6).
 - No. 18. MARGINAL SCALE, used as a guide when setting left and right marginal stops.
 - No. 19. MARGINAL STOP (see No. 4).
 - No. 20. MARGIN RELEASE, for writing outside the marginal lines without readjusting the marginal stops.
 - Nos. 21, 22, 23, and 24. TABULAR MECHANISM, used in indenting for paragraphs, special lines, and tabulated column work.
 - No. 25. BACK SPACER, used in inserting omitted letters, and in tabulating.
 - No. 26. SHIFT KEY (see No. 2).
- BELL, indicates that the line is nearly completed. After the bell rings there are from four to eight spaces before the carriage must be returned.
- A. LEFT PAPER CLAMP, holds the paper firmly against the cylinder.
 - B. CARRIAGE FRAME POINTER, indicates on the marginal scale the carriage position.
 - C. THUMB PIECE, used in returning the carriage without the use of the carriage return lever.
 - D. RIGHT PAPER CLAMP, holds the paper firmly against the cylinder.
 - E. RIBBON SPOOL RATCHET HANDLE, used when winding the ribbon by hand.
 - F. RIBBON SPOOL RATCHET WHEEL, controls the automatic rewinding of the ribbon.
 - G. RIBBON SHIFT LEVER, controls the use of either the upper or the lower part of the ribbon.
 - H. LINE SPACE DISENGAGING LEVER, used for releasing the line space ratchet.
 - I. ENVELOPE GUIDE, used when addressing envelopes.
 - J. MARGINAL STOP RELEASE LEVER, makes possible writing outside the left margin without readjusting the marginal stop.

When you have once made up your mind to act, begin at once. Don't give your desire, your ambition, time to cool. The habit of delay is death to the initiative faculty. It paralyzes the ability to begin, and the barriers between ourselves and success grow more and more formidable as the years go by. The youth does not see the same obstacles, or they do not look so formidable to him as they will in middle life, and the more we dread difficulties, the larger they become. What was a molehill in youth will seem like a mountain later in life, when the ambition has cooled and the undertaking faculties have become numb from disuse. The eager student, the buoyant, hopeful young employee, does not realize that, unless he is ever on the watch, the older he grows the dimmer his ideal becomes, that his enthusiasm gradually oozes out, and his ambition grows duller and duller until he reaches the age which will make it almost impossible for him to make the start, to do the thing which he resolved to do in his youth.—Marden

60
127
198
262
330
400
468
532
596
660
729
797
861
930
1002
1030

North American Electric and Manufacturing Company	1
642 Ninety-second Street Montreal, Canada	
Caldwell, Morris M., Superintendent	

Illustration No. 70. An Index Card

Index Cards

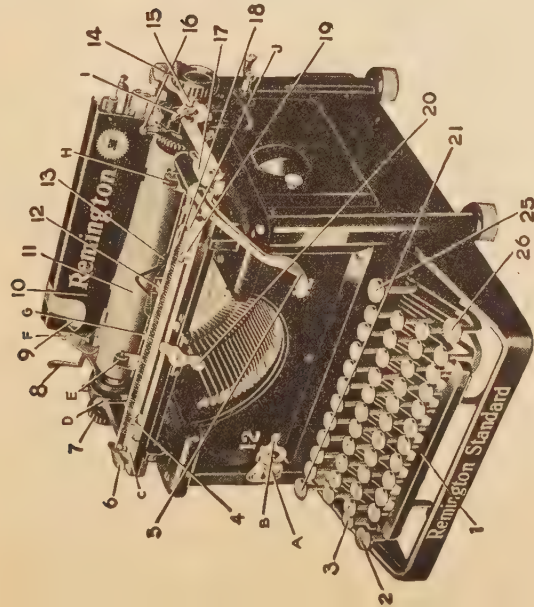
The mailing list of the Curtis Shoe Company has become so long that it is not easily handled. You are instructed to make index cards for the names on the mailing list of Budget LX and the names on the list of this budget. After the cards have been typed, sort them into alphabetic order in telephone directory way. You will find a name having an initial for its second item placed before the same name followed by a given name, as

Smith, A. B.
Smith, A. T.
Smith, Abner

Names having & as the second item will be grouped as follows:

Smith & Ackers
Smith & Company
Smith & Gosser

The Remington Typewriter



No. 1. SPACE BAR, for spacing between words, sentences, etc.
Nos. 2 and 26. SHIFT KEYS, used in writing capital letters and upper case characters.

No. 3. SHIFT LOCK, for writing all capitals.

Nos. 4 and 19. MARGINAL STOPS, used to regulate the width of margins on either side of the paper.

No. 5. LINE SPACE AND CARRIAGE RETURN LEVER, used to return the carriage to writing margin, and also used to space between lines.

Nos. 6 and 17. CARRIAGE RELEASE LEVERS, for releasing the carriage so that it can be moved to any point on the scale.
Nos. 7 and 14. CYLINDER KNOBS, for twirling the paper in either direction.

No. 8. PAPER RELEASE LEVER, used when straightening paper in the machine; also used when removing paper from the machine.

No. 9. PAPER GUIDE, guides the left edge of the paper. Used in connection with the left marginal stop; determines width of left margin, and insures proper centering of writing.

No. 10. PAPER TABLE OR REST, table on which the paper rests while in the machine.

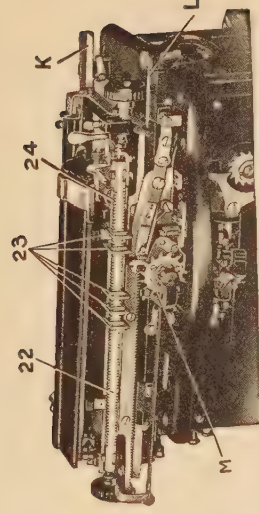
No. 11. CYLINDER (or platen), holds the paper in position.
No. 12. TYPE GUIDE AND RIBBON CARRIER.

No. 13. CYLINDER SCALE, used for adjusting the paper in the machine when resetting the line in writing upon ruled paper or when correcting errors. The top of the scale comes to the bottom edge of the letters.

No. 14. CYLINDER KNOB (see No. 7).

No. 15. VARIABLE LINE SPACER, releases the line space gauge, and resets the line. Used when writing on ruled paper, or when lining up with a typewritten line.

No. 16. LINE SPACE REGULATOR, regulates spacing between lines. The lever may be set for single, double, or triple spacing.



No. 17. CARRIAGE RELEASE LEVER (see No. 6).

No. 18. MARGINAL SCALE, used as a guide when setting left and right marginal stops.

No. 19. MARGINAL STOP (see No. 4).

No. 20. MARGIN RELEASE, for writing outside the marginal lines without readjusting the marginal stops.

Nos. 21, 22, 23, and 24. TABULAR MECHANISM, used in indenting for paragraphs, special lines, and tabulated column work.

No. 25. BACK SPACER, used in inserting omitted letters, and in tabulating.

No. 26. SHIFT KEY (see No. 2).

BELL, indicates that the line is nearly completed. After the bell rings there are from four to eight spaces before the carriage must be returned.

A. RIBBON POSITION INDICATOR, controls the use of either the upper or the lower part of the ribbon.

B. STENCIL LEVER, used when cutting stencils. It stops the ribbon vibration and causes the type to strike directly against the stencil.

C. LEFT FINAL MARGINAL STOP, the final left margin stop, beyond which the carriage can not be returned.

D. LEFT PAPER FINGER RELEASE ARM, releases the left paper finger so that the paper finger may be moved in either direction.

E. LEFT PAPER FINGER, holds the paper firmly against the cylinder.

F. PAPER (or Feed Roll) RELEASE LOCK, used when it is desirable to keep the Paper Release Lever locked.

G. POINTER, indicates on the marginal scale the carriage position.

H. RIGHT PAPER FINGER, holds the paper firmly against the cylinder.

I. VARIABLE LINE SPACE LOCK, used when it is necessary to keep the Line Space and Carriage Return Ratchet released.

J. RIGHT FINAL MARGINAL STOP, the final right margin stop, beyond which the carriage will not move.

K. FRONT CARRIAGE RAIL, track on which the carriage rides.

L. BACK CARRIAGE RAIL, track on which the carriage rides.

M. ESCAPEMENT WHEEL, regulates spacing of the letters.

The John Russell Construction Company

85-135th Street

Roselle, N.Y.

Gentlemen, I am unable to give you a full quotation as Mr. Plant you wish to install. Our business structural sales agent, is out of town, but I expect him back this evening. I shall get over the entire matter with him as soon as he comes in, and I shall learn for your city as soon thereafter as possible.

Very Truly Yours,
John Russell
The Steelcase Iron Company

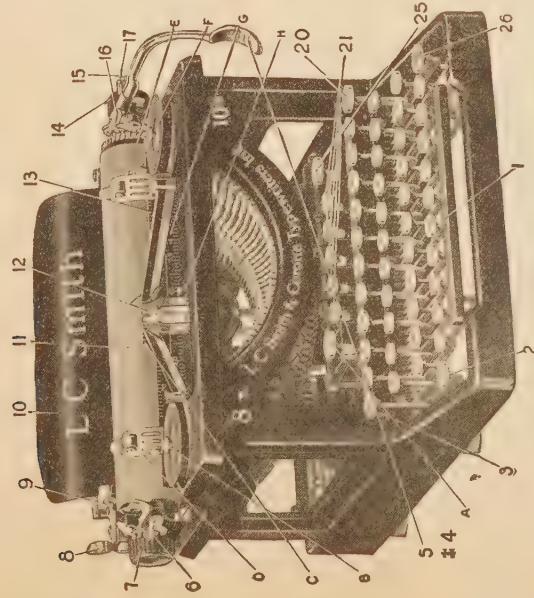
BUDGET LXVII

Corrective Drill

ultimatum unaccountable unanimous unconscious unconstitutional
undercurrent undoubtedly unfortunate unequalled unnatural under
unscrupulous ungrounded unpunctual unsuited unsullied unsound
vaudeville vivacity vividly valves Vesuvius vivisector vivacious
vice-admiral vice-president vice-consul upper-hand uncalled-for

Sentence Practice

Each man is the servant of all men, and all men of each.
He who quells an angry thought, is as great as he who takes a city.
Are you developing your skill to its highest possible perfection?
Have you used your time to the end that your success will be assured?
Whatever you undertake, do with all your strength, and mind, and soul.



† Same as 19 in other illustration.

No. 1. SPACE BAR, for spacing between words, sentences, etc.
Nos. 2 and 26. SHIFT KEYS, used in writing capital letters and upper case characters.

No. 3. SHIFT LOCK, for writing all capitals.

Nos. 4 and 19. MARGINAL STOPS, used to regulate the width of margins on either side of the paper.

No. 5. LINE SPACE AND CARRIAGE RETURN LEVER, used to return the carriage to writing margin, and also used to space between lines.

Nos. 6 and 17. CARRIAGE RELEASE LEVERS, for releasing the carriage so that it can be moved to any point on the scale.

Nos. 7 and 14. CYLINDER KNOBS, for twirling the paper in either direction.

No. 8. PAPER RELEASE LEVER, used when straightening paper in the machine; also used when removing paper from the machine.

No. 9. PAPER GUIDE, guides the left edge of the paper. Used in connection with the left marginal stop; determines width of left margin, and insures proper centering of writing.

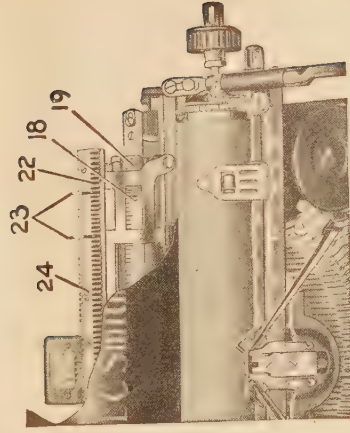
No. 10. PAPER TABLE OR REST, table on which the paper rests while in the machine.

No. 11. CYLINDER (or platen), holds the paper in position.

No. 12. TYPE GUIDE AND RIBBON CARRIER.

No. 13. CYLINDER SCALE, used for adjusting the paper in the machine when resetting the line in writing upon ruled paper or when correcting errors. The top of the scale comes to the bottom edge of the letters.

No. 14. CYLINDER KNOB (see No. 7).



No. 15. VARIABLE LINE SPACER, releases the line space gauge, and resets the line. Used when writing on ruled paper, or when lining up with a typewritten line.

No. 16. LINE SPACE REGULATOR, regulates spacing between lines. The lever may be set for single, double, or triple spacing.

No. 17. CARRIAGE RELEASE LEVER (see No. 6).

No. 18. MARGINAL SCALE, used as a guide when setting left and right marginal stops.

No. 19. MARGINAL STOP (see No. 4).

No. 20. MARGIN RELEASE, for writing outside the marginal lines without readjusting the marginal stops.

Nos. 21, 22, 23, and 24. TABULAR MECHANISM, used in indenting for paragraphs, special lines, and tabulated column work.

No. 25. BACK SPACER, used in inserting omitted letters, and in tabulating.

No. 26. SHIFT KEY (see No. 2).

BELL, indicates that the line is nearly completed. After the bell rings there are from four to eight spaces before the carriage must be returned.

A. RIBBON KEY, controls the use of either the upper or the lower part of the ribbon.

B. RIBBON SPOOL LOCK SCREW, holds the ribbon spool firmly in position.

C. LINE SPACE FINDER, used to find exact writing point when paper has been reinserted in the machine.

D. LEFT PAPER FINGER, holds the paper firmly against the cylinder.

E. RIGHT PAPER FINGER, holds the paper firmly against the cylinder.

F. RIBBON SPOOL FINGER PIECE, used when winding the ribbon by hand.

G. CARRIAGE SCALE, used to determine the carriage position.

H. PRINTING INDICATOR, indicates point of printing.

Outgoing Letter 1

Type an original note to Mr. Elkhardt telling him that you were glad to assist him and that you will have time tomorrow morning to do any additional work that he does not wish to postpone until the return of his typist.

Outgoing Letters 2 and 3

Upon your return to your desk you found the following note:

I greatly appreciate your offering to do any additional work needed. I am going to take advantage of your offer by asking you to type the two accompanying letters which should have been sent yesterday. If convenient, will you get them out in the first mail, signing my name for me? Louis Elkhardt.

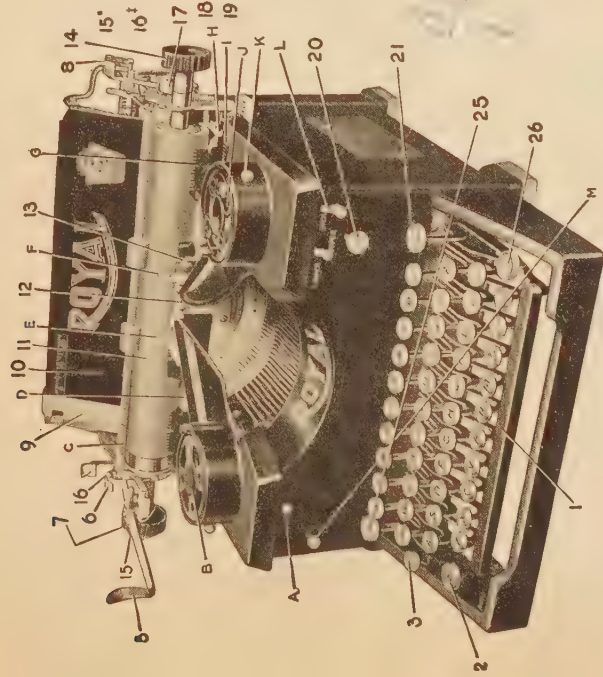
Elphenheim Construction Company
Crie, Pa.

Gentlemen:

As known, our structural roles expert, was called out of the city on urgent business this week, and he called me before he left to take up the matter of the alternate plans now under discussion. I have given both plans careful study. There seems to be a magnification in the second recommendation. I still bring this point over to Mr. Benson's attention when he returns this evening, and shall stop off at your place on my way to Buffalo tomorrow.

Very truly yours
Louis Elkhardt
The Steelton Iron Company

The Royal Typewriter



* Between 5 and 7.

† Between 6 and c.

In the above illustration parts 4, 18, 19, 22, 23 and 24 are not shown

No. 1. SPACE BAR, for spacing between words, sentences, etc.
Nos. 2 and 26. SHIFT KEYS, used in writing capital letters and upper case characters.

No. 3. SHIFT LOCK, for writing all capitals.

Nos. 4 and 19. MARGINAL STOPS, used to regulate the width of margins on either side of the paper.

No. 5. LINE SPACE AND CARRIAGE RETURN LEVER, used to return the carriage to writing margin, and also used to space between lines.

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Nos. 7 and 14. CYLINDER KNOBS, for twirling the paper in either direction.

No. 8. PAPER RELEASE LEVER, used when straightening paper in the machine; also used when removing paper from the machine.

No. 9. PAPER GUIDE, guides the left edge of the paper. Used in connection with the left marginal stop; determines width of left margin, and insures proper centering of writing.

No. 10. PAPER TABLE OR REST, table on which the paper rests while in the machine.

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No. 25. BACK SPACER, used in inserting omitted letters, and in tabulating.

No. 26. SHIFT KEY (see No. 2).

BELL, indicates that the line is nearly completed. After the bell rings there are from four to eight spaces before the carriage must be returned.

A. RIBBON MECHANISM RELEASE LEVER, used when rewinding the ribbon by hand.

B. LEFT RIBBON SPOOL, spool around which the ribbon winds.

C. CARD HOLDER, used when addressing envelopes, cards, or when writing several carbon copies.

D. CARD-POINT RELEASE LATCH, releases left Card-Holding Point.

E. LEFT CARD-HOLDING POINT, used to hold card or papers against the cylinder.

F. RIGHT CARD-HOLDING POINT, used to hold card or papers against the cylinder.

G. RIGHT PAPER SCALE, used for adjusting the paper in the machine when resetting the line in writing upon ruled paper, or when correcting errors.

H. FRONT SCALE POINTER, indicates the carriage position. I. FRONT SCALE, scale corresponding to the marginal scale. Used to determine position of carriage.

J. RIGHT RIBBON SPOOL, spool around which the ribbon winds.

K. RIBBON SPOOL GUARD DOOR, used when removing the ribbon spool.

L. STENCIL LEVER, used when cutting stencils. It stops the ribbon vibration and causes the type to strike directly against the stencil.

M. RIBBON HAND-REVERSE LEVER, used when reversing the ribbon by hand.

Including a Tabulated Report with Vertical Column Headings and Letters Typed from Pen Written Copy

In this budget you will type only the tabulation and the outgoing letters.

Complete the work in the following order:

1. *Tabulation.* In order to place the tabulation on a sheet $8\frac{1}{2} \times 11$, it will be necessary for you to type in the column headings vertically. Under a suitable main heading, include the date, place the names of the concerns in the first column, and the number of plants in succeeding columns. To type the column headings in vertically, fold back the bottom of the sheet and insert it in typing position with the left margin behind the cylinder and the fold next to the paper guide. Place a piece of paper between the carbon surface and the lower part of the sheet used for the carbon copy to keep the name from being duplicated on this part. Rule the horizontal and vertical lines with red ink or make them with the underscore and the colon, as your teacher directs. If ink is used, let the back of the ruler be up so that the ink will not touch the ruler and blot the paper.

2. *Outgoing letters.* The original note to Mr. Elkhartd is not folded since it is attached to the tabulation which is to be given him personally. The other letters are prepared for the mail.

On your arrival at your desk you found the following note from your superior, Louis Elkhartd, of another department of your company: Can you prepare for us the tabulation called for in the accompanying letter? Our typist has been out for several days so I don't know how I can get the tabulation prepared if you can't do it. I am sorry I can not see you personally about this, but I have to go to Warren on the morning train. *Louis Elkhartd.*

Letter Attached to Mr. Elkhartd's Note
Bethlehem, Pa, [current date]. Mr. Louis Elkhartd, Steelton Iron Company, Harrisburg, Pa. Dear Mr. Elkhartd: Will you give us at the earliest possible moment a tabulated statement showing the names of the concerns that you visit on your regular trips, and the kinds of manufacturing plants that they have under their control. If it is possible to give the number of each kind of plant, we could make good use of the information. Very truly yours, The Steelton Iron Company, *Joseph D. Connelly*, General Superintendent.

Data for the Tabulated Statement

Continental Aluminum Company: box factories, 1; lead pencil factories, 1; pen factories, 1; paper mills, 1; pulp mills, 1; nail factories, 1; brass foundries, 2; iron foundries, 3; steel foundries, 3. Continental Tin Plate Company: box factories, 2; tin can factories, 5; by-products plants, 1; brass foundries, 1; iron foundries, 1; steel foundries, 1. Canadian Wire Company: box factories, 1;

lead pencil factories, 1; pen factories, 1; nail factories, 5; brass foundries, 2; iron foundries, 2; steel foundries, 2. Warren Iron and Steel Company: lead pencil factories, 1; pen factories, 1; by-products plants, 3; brass foundries, 2; iron foundries, 2; steel foundries, 2. Jones Aluminum Company: box factories, 5; lead pencil factories, 1; paper mills, 1; pulp mills, 1; nail factories, 1; by-products plants, 2; brass foundries, 1; iron foundries, 1; steel foundries, 1. Youngstown Steel Company: lead pencil factories, 1; pen factories, 1; by-products plants, 2; brass foundries, 1; iron foundries, 1; steel foundries, 1. Black River Tin Plate Company: box factories, 1; paper mills, 2; pulp mills, 2; nail factories, 3; tin can factories, 8; by-products plants, 1; brass foundries, 2. Black River Aluminum Company: box factories, 3; lead pencil factories, 1; pen factories, 1; paper mills, 1; pulp mills, 1; nail factories, 1; brass foundries, 1. Warren Tin Plate Company: box factories, 5; paper mills, 1; pulp mills, 1; nail factories, 2; tin can factories, 2; by-products plants, 1; brass foundries, 1; iron foundries, 2; steel foundries, 2. National Tin Plate Company: box factories, 3; lead pencil factories, 1; pen factories, 1; paper mills, 2; pulp mills, 2; tin can factories, 1; by-products plants, 1. Crescent Wire Company: box factories, 1; lead pencil factories, 1; pen factories, 1; nail factories, 1; brass foundries, 1; iron foundries, 1; steel foundries, 1.

The Fundamentals of Typewriting

CHAPTER I

POSITION AND THE HOME KEYS

The development of skill in typewriting requires a constant and well-directed effort toward establishing correct habits. These habits can be set up by a uniform method of procedure in handling the parts of the machine and in directing the thought processes involved in learning to typewrite.

Success in establishing such correct habits, essential to the development of high skill in typewriting, will depend to a very large extent on the mental attitude which you have toward the work. Effort always creates ability, but in order to eliminate the waste movement and reach the maximum of skill in as short a time as possible, you must have a thoughtful understanding of the work and bring to it a determination to make each day's work better than the last. This well-directed effort will be productive of correct habits which will lead to the development of your highest skill in typewriting.

Position at the Machine

In order that you may work without great fatigue, it is necessary that you perfect the position at the machine.

In Illustration No. 1, a satisfactory position at the machine is shown. The chair is placed so that the center of the body is somewhat to the right of the center of the keyboard. The letter "K" may be used as an approximate centering point. The feet rest on the floor in front of the chair, the left foot somewhat in advance of the right. The body leans slightly forward from the hips. The arms hang easily at the sides with the elbows a little in front of a vertical line from the tips of the shoulders. The chair is far enough away from the typewriter so that there is a gradual slope from the back of the hand to the tip of the elbow. This throws the under side of the wrist within one inch of the base of the typewriter, but the hands do not touch the frame. This proper alignment of the hands with the keyboard must be maintained at all times.



Illustration No. 1 Position at the Machine

Machine Parts

On pages 5 to 8, diagrammatic charts illustrating the different parts of the typewriter are shown. Detailed explanations of these different parts are given also. These explanations should be studied with care in order that you may know how to handle the mechanism of the typewriter. Familiarity with parts 1-4-5-7-8-9-10-11-14-16 and 19, is necessary before work at the machine is begun.

satisfactory a price as it is possible for us to get for early delivery. We should appreciate an immediate answer to this letter. Yours very truly, The Warren Iron and Steel Company, *Henry L. Keith*, General Manager. (Transcribed by BCD.)

Incoming Letter 3

The following letter asks for information that can only be given by your employer. Prepare an answer, telling the correspondent that your employer is out of town, but that you will bring the matter discussed in the letter to his attention just as soon as he returns, which will be the day after tomorrow. Sign this letter as secretary to your employer. As it will be in your name, it will take your signature, which will preclude the use of your initials in the reference initials place. At-

tach the carbon copy of your letter to the back of the incoming letter:

Wesselton, W. Va., [*two days previous to current date*]. Mr. V. A. Devon, Steelton Iron Company, Harrisburg, Pa. Dear Sir: We wish to have one or two representative business men talk before our Rotary Club at our next meeting, two weeks from next Thursday. The members were unanimous in voicing a request for a talk from you on the Trend of Present Business Conditions as you see them. We know you are a very busy man, but also know of no other man who can so satisfactorily handle this subject. May we depend upon you to give us the great pleasure of listening to you on this topic. Very truly yours, The Wesselton Rotary Club, *Daniel F. Robbins*, Secretary.

BUDGET LXVI

Corrective Drill

twentieth testament transatlantic typewriter thirteenth thistle
tacit tenant taught tentacle teapot tentative torment Teutonic
tittle-tattle top-heavy title-page three-cornered text-book
three-score turn-out two-play time-table trade-mark type-setter

Sentence Practice

Wise men make the lessons of the past their servants.
No man is so foolish but may give another good counsel sometimes.
Ever keep thy promise, cost what it may; this is to be true as steel.
Improve your mind and your output will correspondingly improve.
To have failed once is not so much a pity as is not to try again.

Paragraph Practice

I merely wish to impress upon the great mass of young Americans that not only have all the great things not been done, but that the greatest of great things are yet to come. If you have the greatness in you, do not be discouraged.

Do not be discouraged, either, at failure and rebuke and defeat. If you are going to attempt great things, remember you are starting on a trunk-line. Very well, all continental trunk-lines have tunnels here and there. But these tunnels are black with only temporary gloom. It is only the short roads that do not run through the mountains. Tunnels—flashes of darkness—are certain to those who travel far. Think of this—you who have troubles, difficulties, discouragements.

But if on finding your limitations you discover neither inclination nor talent for great ventures in thought or action, do not attempt great things.—Albert J. Beveridge

STROKES

64
132
201
250
316
384
454
519
582
649
714
731
800
873
900

Inserting the Paper

Inserting the paper may seem to be an unimportant detail, yet it is in fact one of the chief sources of waste of time in the work of typists. Study the method outlined and master it in every detail. Eliminate every waste movement. Minimize the possibilities of loss of time by practicing this procedure until the best manner of inserting the paper has become a habit.

In front of you at the back of the typewriter, is the paper table (10) * against which the paper rests. At the left of the paper table, is the paper guide (9) which controls the left side of the paper. Place the paper guide (9) so that the paper will be equally distant from the left and right ends of the cylinder or platen (11). Any size of paper and cards can be inserted in the proper place by moving this paper guide to the desired position. Always use the paper guide as it will result in uniform margins on all pages.

Specific instructions for inserting the paper:

First: Grasp the paper with the left hand, left thumb under the paper; fingers on top. (Illustration No. 2.)

Second: Bring the paper to the carriage and drop it behind the cylinder or platen (11) and against the paper guide (9). **At the same time** bring the right hand to the right cylinder knob (14). Place the thumb well under the knob, with the first and second fingers on the top. (Illustration No. 3.)

Third: Twirl the right knob with a quick movement of the fingers and thumb. Make this a finger movement. Avoid twisting the elbow or making unnecessary movements with the wrist or thumb. The paper should be inserted with one twirl of the knob.



Illustration No. 2
Inserting Paper—Count One



Illustration No. 3
Inserting Paper—Count Two

Straightening the Paper

Where necessary to straighten the paper, leave the forefinger and thumb of each hand free to grasp and square the edges. This will make it possible to straighten the paper in the shortest time. In order to do this, use the paper release (8). Follow the instructions given below:

UNDERWOOD: Partially depress the paper release with the heel of the right hand.
ROYAL: Pull the paper release forward with the little finger of the right hand.

* **NOTE:** On pages 5, 6, 7 and 8 are illustrations of the Remington, Royal, L. C. Smith, and Underwood Typewriters. When a new part of the machine is named, the number of that part in the illustration will be given. It is necessary for you to refer only to the illustration of the machine similar to the one you are using. For example, the paper table is No. 10, the paper guide No. 9, etc.

Including Letters that Require Initiative on the Part of the Pupil

A stenographer who has shown himself worthy of the confidence of the employer is often called upon to write original letters, send telegrams, get train reservations, and even, at times to act on his own initiative as to whether or not a letter must be answered immediately or a telegram sent when the employer is out of town. A study of the situation discussed in this budget will, therefore, prove of immense value to you. In the budget you will prepare a train memorandum; three short incoming letters; three short outgoing letters; one note, and one telegram.

We will assume that your employer has received a telegram that calls him out of the city. As his time is limited, he has had you secure for him his ticket and Pullman reservations. Type a memorandum giving the name of the railway station, if there is more than one railway running through your town, the time of train departure, the number of the coach, and the number of the berth, stating whether it is upper or lower. Attach the memorandum to the face of the envelope that is supposed to contain the fare and Pullman tickets.

You will recall that only your own initials are used in the reference initials group when you compose the letter yourself but sign the name of your employer.

Incoming Letter 1

This letter came in after your employer left for home to prepare for his trip :

Bethlehem, Pa., [*dated two days previous to current date*]. Mr. V. A. Devon, Structural Sales Agent, Harrisburg, Pa. Dear Sir: The McClintic-Mason Construction Company of Youngstown, Ohio, have ordered 88 tons of Steelton girders at prices which they state were quoted by you on the 17th of last month. There must be some misunderstanding about this quotation and order as we have not for more than two years made a quotation as low as they claim. Please give us a detailed report of the correspondence that has taken place on this subject at your earliest opportunity. Yours very truly, The Steelton Iron Company, *J. J. Connelly*, General Manager. (Transcribed by MES.)

Outgoing Letter 1

You will assume that you have called your employer over the telephone and have read the letter to him. He has given you the following instructions: "Look up the date on which I made them the quotation on I beams. (You find this date to be the 17th day of the previous month.) Tell the Home Office that I quoted McClintic-Mason prices for Steelton delivery on 88 tons of I beams. In later correspondence they did not mention that girder beams were to be included in the order. I believe it is up to them to stand any difference in price because they inquired for I beams and not for girders. Sign the letter in my name, please."

Telegram

While talking to your employer over the telephone, he asked you to send a telegram to Mr. George Howe of the H. M. Howe Steel Plate Company, 234 Jefferson Street, Columbus, Ohio, calling off the conference scheduled for tomorrow afternoon. The conference is to be postponed until one week from today. Send this telegram according to instructions given in preceding lessons on this subject, but make one carbon copy only.

Outgoing Letter 2

Type the letter confirming the telegram. As you have made but one carbon copy of this telegram, which will be required for the office file, the message will have to be repeated in the body of the letter.

Incoming Letter 2

The following letter came in after your employer had left the city. You think Mr. Elkhardt, one of the city salesmen, can give a satisfactory answer. Type the letter without carbon, then type a note to Mr. Elkhardt asking him if he will take care of the correspondence, and attach it to the face of the letter, which you should see goes to Mr. Elkhardt's desk:

Warren, Pa., [*two days previous to current date*]. The Steelton Iron Company, V. A. Devon, Structural Sales Agent, Harrisburg, Pa. Gentlemen: Will you please quote us prices on 66 tons of Steelton I beams 18" to 24" inclusive. We are making additions to our plant and wish to place this order at as

REMINGTON: Push the paper release back by using the backs of the second and third fingers of the left hand. (Illustration No. 4.)

L. C. SMITH: Pull the paper release forward with the little finger of the left hand. (Illustration No. 5.)

This will leave the forefinger and thumb of each hand free and will make it possible to straighten the paper with an economy of effort and of time.

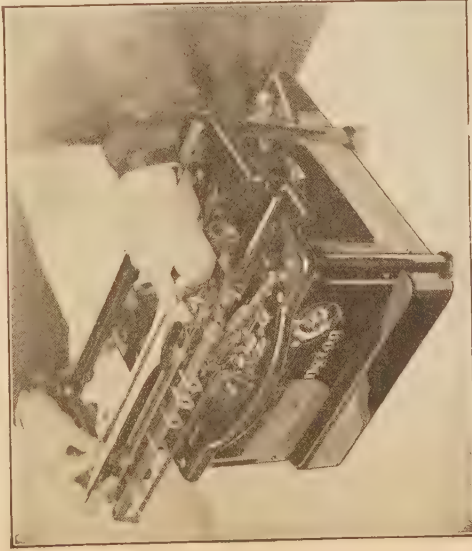


Illustration No. 4 Straightening of Paper
REMINGTON

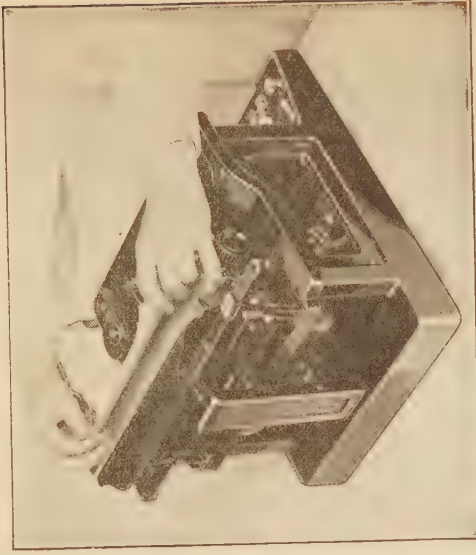


Illustration No. 5 Straightening of Paper
L. C. SMITH

Curving of the Fingers

An important phase of proper technique is the correct curving of the fingers. The fingers must be curved at the first and second joints, until the tips of the fingers are about two inches from the under side of the hand. The top of the hand should be straight—not arched. The wrists must be relaxed, but held in position so that there will be a gradual slope from the back of the hand to the elbow.

Home Key Position

The home keys for the left hand are a, s, d, f; for the right, i, l, k, j.

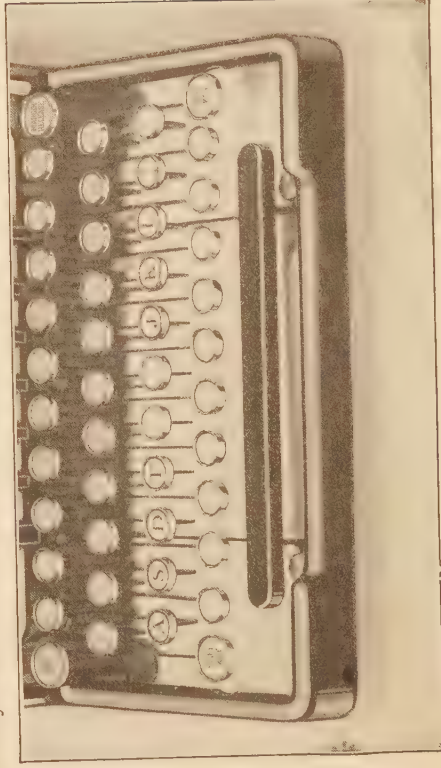


Illustration No. 6 Home Keys

four members. The standing committees shall hold at least one meeting a month. The program committee shall have charge of all programs arranged for the enlightenment and entertainment of the members of the organization and their guests. The social committee shall have charge of all other forms of entertainment such as dances, dinners, etc. The investigating committee shall have charge of all investigations into practices followed by employes in the various kinds of business organizations, and shall make a report of their findings when they will tend to the advancement of the members of this organization. Article VI. Elections: Elections shall be by ballot, unless by unanimous consent, when a vote may be taken viva voce. Article VII. Order of Business: At all stated meetings of the organization the order of business shall be as follows: 1. A quorum being present, the president shall call the organization to order. 2. Minutes of the preceding meeting shall be read, and amended, if necessary. 3. Reports of committees. 4. Unfinished business. 5. Written communications read and disposed of. 6. New business. 7. The program. Article VIII. Amendments: No alteration or amendment shall be made to these by-laws, unless presented in writing at a stated meeting of the organization, to be acted on at a subsequent stated meeting.

BUDGET LXV

Corrective Drill

sarcasm savorless scholasticism seclusiveness shapeless slipshod
speechless sterilize storehouse strenuousness submissive surpass
sand-glass sea-sickness self-seeking self-possession short-sighted
shoulder-strap single-stick sister-in-law snap-shot steam-whistle

Sentence Practice

True determination never stumbles over small objects.
Knowledge is not what we know—but the use we make of what we know.
Work diligently to be truthful in thought and action, to obey the law.
You have a very slim support if you depend to any extent upon luck.

Paragraph Practice

STROKES

Character is the biggest asset any man can possess. A great thinker once said that "There are no pockets in a shroud." Character is made up of the warp and woof of the soul itself. We take it with us when we go into eternity; our money, our lands, our business, our social position we leave behind. And yet how many give life and opportunity for that which can not remain! Character is the backbone of happiness, of business success, and of ultimate reward.

The man with character plus a reasonable amount of initiative will never have any trouble getting financial backing adequate for his needs and abilities. Character, be it remembered, is what we really are, while reputation is what people think we are. Only the individual who is genuine through and through possesses character. Only a man whose word is as good as his bond, whose integrity is unpurchasable, and whose honor is beyond reproach can qualify for a passing mark in the one hundred per cent character class.—From the Hardware World

69
138
207
276
341
408
464
526
593
659
727
794
859
925
991
1012

Place the little finger of the left hand on the first key of the second row; this is the "a" key. Let the other three fingers cover the three succeeding keys, the "s", "d" and "f" keys. Have the fingers curved, and rest them **lightly** over the home keys.

Place the little finger of the right hand on the key which is **next to the end** of the second row; this is the ";" (semi-colon) key. Let the other three fingers cover the three preceding keys, the "l", "k" and the "j" keys. This will leave the two center keys uncovered. Have the fingers curved, and rest them **lightly** over the home keys.



Illustration No. 7 Home Key Position

Practice assuming the correct position at the machine and quickly and accurately placing the hands in the correct position on the keyboard:

1. Place the tips of the fingers on the desk in front of the machine.
2. Bring the hands up over the edge of the machine to the space bar, with the little fingers at the extreme ends of the bar.
3. Move from the space bar to the first row of keys. The little fingers will cover the extreme end keys.
4. Move to the second row of keys. The little finger of the left hand must cover the first key on the left. The little finger of the right hand must cover the key next to the end on the right.

Naming the Fingers

Hold your fingers in front of you, and think the name of each finger. The end, or little finger of the left hand, is called the "a" finger. Name the other fingers of both hands according to their home key positions.

Look at the keyboard. Notice the diagonal arrangement of the keys. The left forefinger covers "f", and the right forefinger covers "j". Keep your hands in such relation to the diagonal arrangement of the keyboard that the reaches may be made in the most direct manner possible. This will greatly facilitate the correct stroking and the accurate control of all keys.

sorted into numeric or alphabetic order before the filing operations begin the paper to be filed should be held in the right hand in reading position while the left hand finds the folder into which it is to be filed the correspondence should be dropped on its left side facing front with the last paper filed in front of all other papers the date order being reversed from front to back of the folder this is done so the latest correspondence will always be in the front where it can easily be found when a folder or paper is removed from the file for reference, the file clerk should indicate its removal on an out guide stating the date of removal and the name of the person to whom it is given when the paper is returned to the files the notation should be cancelled the compressor board at the back of the drawer should be unlocked and moved forward if the contents of the drawers slide down into the drawer if the contents become so crowded the filing becomes difficult move this compressor board back a little if one drawer becomes more crowded than the others redistribute the contents of the file so that each drawer will hold approximately the same number of folders and change the index cards in the front of each drawer to agree with the contents when transferring to storage cases get a new set of guides and folders for the active files and transfer the entire contents of the active drawer to the storage case which should be labeled properly and be of as easy access as the active file itself the following observations coming under the care of the checking account were gleaned by our cashier mr elliott as you do not handle much cash in

your office the comments may not prove of actual value but they may prove interesting keep a careful record of the deposits and withdrawals on the check stubs if the bank does not render monthly statements have the bank book balanced once a month at least compare the bank and stub balances taking into consideration outstanding checks and check up immediately with the returned checks if there is a difference between the bank balance and the stub balance preserve returned checks as receipts for the money paid deposits of large sums of money checks etc should be made not later than the day after they are received all checks should be properly endorsed before the deposit is made small coins such as nickels dimes or pennies should not be deposited until they can be rolled tightly in packages of fifty pennies or one dollar in nickels or dimes if printed covers are not available write the name of the depositor the amount and the denomination on the wrapper in ink arrange bills right side up all of one denomination together make your deposit slip out correctly a large number of checks should be listed on the adding machine and the list attached to the deposit slip a note of this attachment should be put after the word checks and the total amount should be put in the place provided for it on the deposit slip when checks are received in payment of bills see that they are properly endorsed if endorsement is necessary mr cunningham asked me to enclose a copy of the by-laws of our new office organization very respectfully yours *david t westlake* secretary to the president

By-laws of the Honniwell Efficiency Group of the Southern Electric Manufacturing Company of Ensley, Alabama. Article I. Meetings: The stated meetings of this organization shall be held on the first and third Tuesdays of every month in the City Hall Lecture Room, at 8 p.m., except when either Tuesday falls on a legal holiday, when the meeting shall be held on the day following at the same hour. Article II. Officers: The officers shall consist of a president, a vice-president, a secretary-treasurer. They shall hold their respective offices for one year from the date of their election. Article III. The President: The president shall preside at all meetings; he shall preserve order, enforce a due observance of the by-laws, and regulate debate in accordance with the usual parliamentary rules; he shall appoint committees. In the absence of the president, the vice-president shall perform his duties. Article IV. The Secretary-Treasurer: The secretary shall keep a regular record of the proceedings of the meetings, conduct the correspondence, and shall make quarterly reports of the receipts and disbursements of money belonging to this organization. Article V. Committees: The standing committees, to be appointed annually, shall be a program committee, a social committee, and an investigating committee, each to consist of

Stroke and Release of Key

After establishing a sense of intimacy between the controlling fingers and their home key positions, the most important single phase of the work in Part I will be an intelligent understanding and an accurate use of the "snatch" stroke. The "snatch" stroke is a quick, decisive, forceful blow to the center of the key, with an immediate release. The finger does not follow the key, but is swiftly pulled back toward the palm of the hand. This will allow the type to complete the stroke without further control from the finger, and will permit the key to return to its natural position without finger interference. The "snatch" stroke is entirely a finger stroke and requires no wrist or forearm movement. At the beginning, this stroke is most easily acquired with the letters "f" and "j". Remember that the emphasis is placed upon the release rather than upon the stroke. Write the following, using the "snatch" stroke:

f f f j j j f f f f j j j f f f f j j j f f f f j j j f f f f j j j

(Study the Carriage Return)

Carriage Return



Illustration No. 8
Method of Returning the Carriage
REMINGTON and L. C. SMITH

In returning the carriage on the Remington and L. C. Smith typewriters, curve the *j* and *k* fingers, extend the right hand to the Line Space and Carriage Return Lever; **throw** the carriage, striking the lever at the second joint of the fingers. Brace the fingers with the thumb. Make this a wrist movement. Return the hand to the home key position immediately. Keep it parallel with the keyboard, palm down. Get the hand back in position ready to start writing by the time the carriage has been returned to its left margin.

In returning the carriage on the Underwood and Royal typewriters, extend the left hand, palm down, fingers bracing one another, to the Line Space and Carriage Return Lever; **throw** the carriage, using a quick, forceful movement of the wrist. Return the hand to its home key position immediately. Develop the return of the carriage rhythmically and in one count. Count one, throw the carriage; count two, begin writing the next line.



Illustration No. 9
Method of Returning the Carriage
UNDERWOOD and ROYAL

f f f j j j f f f f j j j f f f f j j j f f f f j j j f f f f j j j

(Throw the carriage.)

Sentence Practice

Nothing is lost in this world; don't be afraid of saying kind words.
The only inferiority in us is what we put into ourselves.

Man was made to be a conqueror, not a slave; a success, not a failure.

The great trouble with most of us is that we do not have faith enough.

If we want to get on in the world, we must hold the optimistic attitude.

Paragraph Practice

STROKES

Never think of yourself as inferior, or below par mentally, that
you are not as bright as other people. No matter what others may
say to you, no matter if your parents and teachers dinned this into
your ears in your childhood, absolutely refuse to hold in your mind
any defective or deficient picture of yourself. Always insist upon
holding the ideal of yourself, not as you are but as you ought to be,
as you want to be, the ideal of you which your Creator had in mind
when He sent you here.

Remember that whatever you think and feel about yourself is being
outpictured in your manner, your bearing, your appearance, your
conversation. We are always expressing outwardly what is going on
inwardly. Our manner and bearing are the bulletin boards which
are advertising what is going on inside of us. Whatever you impress
vividly, emphatically, upon your subconscious mind will tend to
manifest itself in your life. If you want to be self-confident you must
hold the masterful, self-confident ideal; you must walk about among
your fellows like a master; you must radiate courage, determination,
will-power. Your conversation, your appearance, your manner,
everything about you, must bespeak your consciousness of power.
—Marden

562
626
693
757
826
890
963
1031
1100
1162
1226
1235

Including a Discussion of Filing and a Short Set of By-laws

Mr. Westlake is the secretary of the president of the corporation. The President thinks that the branch office force will be interested in the new organization formed by the Home Office employees for the furtherance of their progress. He has asked Mr. Westlake to submit a copy of the by-laws of this organization, and, also, to give some of his impressions of the Honniwell investigations.

Outgoing Letter

ensley ala [*dated two days previous to current date*] mr oliver p harbison the southern electric manufacturing company macon ga dear sir mr cunningham has asked me to give you a few of the practices that we are now following as a result of the honniwell investigation the following which appears under the subject of filing we find of general value filing business papers or other material means putting them away in systematic order so that they may be readily found when needed all

miscellaneous correspondence should be kept in properly labeled folders until there are at least five pieces of correspondence belonging to one correspondent or subject when an individual folder should be prepared file drawers are cut low at the sides to enable the file clerk to handle the pressboard guides and the folders at the sides instead of by means of the tabs and top edges the tabs on either folders or guides should not be used in filing as they soon become soiled and are likely to be broken off papers to be filed should be

The Space Bar

The space bar (1) is controlled by the right thumb only. Striking this bar will cause the carriage to space once for each stroke. Hit the bar in the center and raise the thumb immediately after the stroke has been made. Type the following:

fff jjj fff jjj fff jjj fff jjj fff jjj
fjf fjf fjf fjf fjf fjf fjf fjf fjf fjf

Shadow Letters

If you find "ghost" letters shadowing the letters you strike, it is an indication that you are not releasing the keys quickly enough. "Snatch" the keys as if they were red hot, but let the movement be regular, not spasmodic. Strike the space bar in the same way. Give the same length of time to every stroke, whether it be a letter or the space bar.

fff jjj fff jjj fff jjj fff jjj fff jjj
fjf fjf fjf fjf fjf fjf fjf fjf fjf fjf
fff jjj fff jjj fff jjj fff jjj fff jjj

Keep the fingers curved and hovering closely over the home keys. Let the control of the "f" and "j" keys establish a standard for keyboard control. Remember that the stroke has not been completed until the key has been released. "Snatch" the key; avoid an "up and down" movement.

Removing the Paper

Operate the paper release according to instructions given. With the other hand remove the paper, grasping it at the center of the top of the sheet.

Touch Typewriting

Remember that you are not studying typewriting, but, rather, touch typewriting. By this is meant the operation of the machine without looking at the hands or keyboard. Such a control of the machine can be secured in a comparatively short time and will make possible great accuracy and a rapid increase in speed. It will also make possible the reading of notes or copy without any interruption in the writing. This is important since so much of a typist's work is the copying of printed or written material or the transcribing of notes.

Rhythmical Writing

Rhythm is the striking of all keys with an even force, and with approximately the same space of time elapsing between strokes. In order to insure a steady, accurate development of the best typewriting technique, rhythm in typewriting must be developed from the very beginning. Unevenness of touch and jerky, spasmodic typewriting will seriously interfere with progress. Think each letter (say it to yourself with your lips closed); this will aid in developing a sustained rhythm.

whole attention upon the conversation. First give the name of your firm or department, saying, for instance, "This is The Blank Company," or "This is the Shipping Department," or "This is Mr. Blank's office," or give your telephone number. In every respect treat an incoming telephone call just as you would a personal call, allowing no hint of impatience or hurry to creep into the tones of your voice. Keep a pad and a pencil lying near the telephone, and make a note of any message that your employer should have. Outgoing Telephone Calls: When you are told to get a particular person on the line for your employer, give first the name of your employer in a manner similar to the following: "This is the office of Mr. Blank of the Water Supply Company. Mr. Blank wishes to speak with Mr. Doe. Is he in?" The next step in the conversation depends on the person you are calling. If he is of a testy disposition, get your employer on the wire before requesting that the person asked for is put on the wire. If he is the ordinary type of business man, and answers the telephone himself, ask him to wait a moment while you tell your employer that the wire is clear. If the person is busy or out, ask the person answering the call to wait an instant while you ask your employer if he wishes to leave a message; if he does, ask the person at the other end to repeat the message to be sure that it is properly understood. Reference Books: All offices have at hand certain reference books, such as the city directory, the telephone directory, the dictionary, mercantile rating books, trade publications, and in

many cases postal guides, etc. The city directory contains in alphabetic form, the names of all persons in the city over eighteen years of age, their place of residence, where they work, and what they do. It gives lists of all the business houses in the city with the names of the officers or partners. It gives in alphabetic form lists of the streets with the names of intersecting streets, and the names of the persons living at each number on both sides of the street. It also gives a list of all public, semi-public, and private institutions in the city, such as clubs, churches, hospitals, etc. The telephone directory gives an alphabetic list of all the persons in the city and suburbs who are paying for telephone service, their street addresses, their telephone exchange and number. In the classified section, which is usually of a different color from the regular telephone lists, will be found a list of the persons, firms, or corporations under headings indicating the different professions or kinds of business. In the front part of the directory will be found a chart showing the cost of telephoning to different cities, and there, too, will be found valuable suggestions for the proper use of the telephone. These are the points in which I found our girls chiefly interested. We have already had a healthy improvement in the attitude of the girls toward their work, and a general spread of enthusiasm that we have hitherto lacked. If your girls have any questions to ask, I shall cheerfully give them any information at my disposal. Very sincerely yours, *Helen C. Fowler*, Personnel Worker.

BUDGET LXIV

Corrective Drill

railroad rarefy recovery regular rostrum raspberry roadster
 reconsider remainder rhythmically rhetorician ringleader rear
 recognizance reconciliation relaxation reinforcement responsible
 re-export right-handed rock-crystal rolling-pin rough-shod rare
 receipt respect robbery riveter rheumatic rigorous recommends

CHAPTER II

CONTROL OF THE KEYBOARD

LESSON I

The development of skill in typewriting logically follows the formation of correct habits in handling the parts of the machine and in controlling the thought processes involved in learning to typewrite. This necessitates a procedure that must be followed for each day's work. This may vary somewhat from day to day, but certain movements must be fixed and must be a part of each day's lesson plan. It is only by developing the habit of doing the same thing in the same way that the automatic processes necessary for the development of skill in typewriting are established. The **procedure** outlined below should be followed each day. When other procedures are given at different times, it is merely to indicate the necessity for a further definite check on the movements which are forming, through repetition, typewriting habits.

General Procedure:

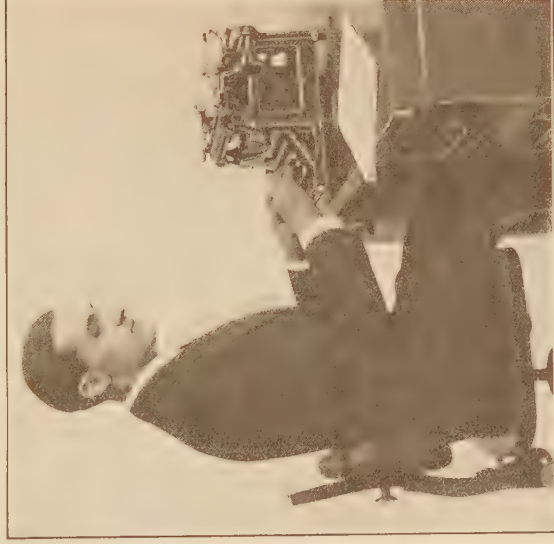
1. Assume the correct position at the machine.

- a. Feet flat on the floor, one foot slightly forward.
- b. Shoulders erect. Lean from the hips toward the machine. Sit somewhat to the right of the center of the keyboard. The letter "k" may be used as an approximate centering point. This will give the correct alignment with the diagonal arrangement of the keyboard.



Illustration No. 10

GEORGE HOSSFELD, WORLD'S CHAMPION TYPIST,
1918, 1920-21-22-26-27-29



Position at the Machine

Illustration No. 11

ALBERT TANGORA, WORLD'S CHAMPION TYPIST,
1923-24-25-28

2. Review the machine parts:

- a. Paper Table (No. 10).
- b. Paper Guide (No. 9).
- c. Cylinder or Platen (No. 11).
- d. Cylinder Knobs (Nos. 7 and 14).
- e. Paper Release Lever (No. 8).
- f. Line Space Regulator (No. 16).
- g. Left Marginal Stop (No. 4).
- h. Right Marginal Stop (No. 19).
- i. Line Space and Carriage Return Lever (No. 5).
- j. Space Bar (No. 1).
- k. Carriage Release Levers (Nos. 6 & 17).

rubber stamps, and pad. In one of the second drawers keep regular and legal envelopes, stamped and unstamped, if you do not have the top rack. Keep paper and carbon sheets in the other. Keep the duster, oil can, brush, and a small bottle of alcohol in one of the bottom drawers and extra supplies in the other. Having once decided upon the most convenient arrangement for your desk, do not change every little while. Keep the drawers

most frequently used open while you are working, but clear everything away before closing the desk for the day. I am enclosing a copy of the test on the use of the different parts of the typewriter, and I shall be glad to go over the papers of any one who may care to work out the problems presented in it, just as the Homniwell expert did for me. Very truly yours, *Janet T. Joyce*, Secretary to Mr. Tebbs.

Test on the Use of the Parts of the Typewriter

1. Center the following heading in all capitals by the backspacing method and tell how you did it: Examination on Typewriter Parts.

2. Set the machine for single space and type the following sentence twice in paragraph form, the first time with a five space indentation; the second time with the inverted paragraph form. Tell how you set the machine and manipulated it for each style of writing. Business men want operators who will not make errors and who can turn out work quickly.

3. Type the heading given in Problem 1 with the tabular stops set at 15 for the first word, at 31 for the second, at 38 for the third, and at 53 for the fourth. Repeat the exercise and tell how you manipulated the machine to arrive at results.

4. Set the typewriter as for stencil cutting and type the sentence in Problem 2 twice in block form.

5. Replace the ribbon into typing position, and type the sentence exactly as follows: Business men want operators who will not make errors. Erase the word *not* and insert it so it will have a half space before and a

half space after it, and tell how you worked this problem.

6. Type the sentence exactly as follows: Business men want operators who will not make errors. Remove the paper, make the erasure, and reinsert it to typing position necessary for making the correction. Tell how you manipulated the paper or machine in this proceeding.

7. Make a rectangle three inches long and one and one-half inch deep, beginning the horizontal lines at 25 on the carriage scale. Use the underscore for the horizontal lines and the colon for the vertical. Tell what you used to measure your distances and how you manipulated your machine to type both horizontal and vertical lines.

8. Type the word INDEX in the center of the rectangle, and one double space below, center the word index. Tell how you proceeded in each case.

9. Type the sentence given in Problem 2 on ruled penmanship paper and tell how you manipulated the machine to place the typing in its proper relation to the ruled line.

10. Describe the method of putting on a new ribbon on your typewriter.

Incoming Letter 2

Ensley, Ala., [two days previous to current date]. Mr. Oliver P. Harbison, The Southern Electric Manufacturing Company, Macon, Ga. Dear Sir: The Personnel Department of the Home Office has profited just as much from the Honniwell invasion as any of the other departments of the corporation. Mr. Tebbs has asked me to supplement Miss Joyce's report in any way that I think advisable, but on looking over her correspondence

with you I find that she has left little for Mr. Westlake and me to do. We did, however, receive some excellent suggestions on incoming and outgoing telephone calls and on the use of reference books, the most important of which I am going to pass on to you. Incoming Telephone Calls: When answering a telephone call, speak slowly, deliberately, and carefully into the mouthpiece, in a voice not above the normal. Do not try to do anything else while telephoning, but concentrate the

3. Insert the paper:

(Note: Avoid twisting the elbow or making unnecessary movements with the wrist. See illustrations Nos. 2 and 3, Chapter I.)

4. When necessary to straighten the paper, depress the paper release, (No. 8).

(Note: Leave the forefinger and thumb of each hand free to grasp and square the edges of the paper. See illustrations Nos. 4 and 5, Chapter I.)

5. Machine adjustments.

For your work use half sheets of paper. Arrange all drills and exercises in accordance with marginal instructions. Be careful of the margins at the top and at the foot of the paper. **Note that six single line spaces equal one inch.** All top margins indicated are for half sheets ($8\frac{1}{2}'' \times 5\frac{1}{2}''$). If three-quarter length paper is used, add one inch to the top margins given. When using paper of other lengths, make necessary deductions or additions. Where margins are not given, estimate the most accurate marginal arrangement and make the necessary machine adjustments.



Illustration No. 12 Reach to "f" and "u"

The letter "f" is above the "f" position and is controlled by the *f* finger. The letter "u" is above the "j" position and is controlled by the *j* finger. Make the reach without moving the other fingers from their home key positions. Develop the "snatch" stroke. Think the reach from the "f" position to the "f" location and from the "j" position to "u".

Drill 1

DIRECTIONS: Marginal stops, 20 and 60. Top margin, two inches. Spacing, double. Type the first three lines of this drill.

fff jjj frf frf juj frf juj fff jjj frf juj

fff jjj frf frf juj frf juj fff jjj frf juj

fff jjj frf frf juj frf juj fff jjj frf juj

Leave the paper in the machine while you study the picture showing the control of the letters "g" and "h."

Incoming Letter 1

Ensley, Ala., [*two days previous to current date*]. Mr. Oliver P. Harbison, The Southern Electric Manufacturing Company, Macon, Ga. Dear Sir: I have read over the Honniwell report in the matter of making corrections and I find that each point is made so concisely and understandingly that a condensed copy could not do the report justice; consequently I have copied it just as it came to us. *Making Erasures:* If an error on the left half of the sheet is discovered before the work is taken from the typewriter, move the indicator out to the right margin before making the erasure so the resulting particles of paper and eraser will fall outside of the working parts of the typewriter. If the erasure is to be made on the right half of the sheet, move the indicator out to the left margin before erasing. The use of a guard or shield when erasing on ribbon copies is quite essential. Place a small blotter or card between the back of the ribbon copy and the carbon sheet, and erase the ribbon copy error with a very light pressure on the eraser. A hard pressure will drive the ink into the paper and result in a rough, blurred spot. Use a pencil eraser to remove the top coat of ink and a good typewriter eraser for the remainder. No matter how long it takes to make a neat erasure, do not press hard on the eraser, and above all do not moisten it. To erase on the carbon copies, throw off the paper fingers and allow the ribbon copy to fall forward. Move the blotter or card behind the carbon copy and the following carbon sheet in each case and make the erasure with a pencil eraser. If the error consists of the omission or piling of letters, erase the whole word. If the error is at the end of a page, turn the paper backward instead of forward in order to keep the pages from slipping. If the error is not discovered until the paper has been removed from the typewriter, make all erasures before returning the sheet to the machine. *Typing the Correction:* When typing the correction, strike the type very lightly or the erasure will advertise itself by standing out prominently on the page. When the error consists of the omission or piling of letters, set the machine so the last letter of the preceding word will be in typing position and by means of the paper

release, move the last letter of the preceding word one-half space to the left so the letter in question will be between the vertical markings one-half space to the left of its proper typing position. Some typewriters backspace a space and a half if the backspacer is held down firmly. In such a case, the indicator may be set for the second letter in the succeeding word, and the word inserted backward, one letter for each backspace. In either case you will find a half space before and after the word inserted, which will scarcely be noticed if the type has been struck lightly. If an error is found on manuscript after the binding has been fastened, turn a short piece of paper around the cylinder until it is about two inches above the cylinder scale, insert the bottom of the page on which the erasure has been made, between this piece of paper and the cylinder, and turn it backward until the place that is to receive the correction is reached. Allow the rest of the manuscript to fall over the back of the typewriter. The letter c may be partly erased and the letters p, o, b, and e struck very lightly over it without showing noticeably. The letter y can be struck over a lightly erased v, and the letter h may be struck over a lightly erased n. The comma may be struck over the period, and the semicolon over a lightly erased colon. *Appearance of the Work.* When the typewriting is faint or has a spotted appearance, either turn the ribbon or put on a new one. If there are shadows above or below the work, see if the bicolor device is set for typing in red. The indicator should always be set for black unless the red color is desired. The use of a backing sheet will improve the appearance of the work if the cylinder is old and worn. It will also protect a new cylinder from unnecessary wear, and will deaden the sound to a great extent. *Arrangement of the Desk:* Keep the top of the desk clear of everything except the pencil, notebook, a wire basket or wood tray for holding the finished work. If you have a desk rack for holding stationery, see that it has a plentiful supply of the different kinds of stationery. Use board partitions to separate the items of supplies kept in the drawers. Keep a dictionary, and the guide and index cards, if possible, in one of the top drawers. In the other keep pins, paper clips, gummed tags,

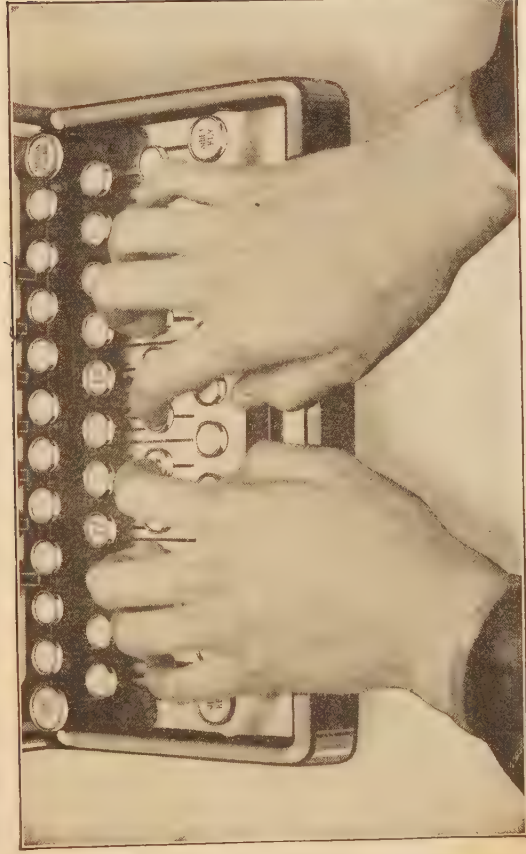


Illustration No. 13 Reach to "g" and "h"

Note the relation between the "f" position and the "g" location, and between the "j" position and the "h" location. Close the eyes and finger the reach from "f" to "g" and back home again; finger the reach from "j" to "h" and back to "j". Make the reach without moving the other fingers from their home key positions. Have two double spaces between the "f" "u" and the "g" "h" drills. Type the remainder of this drill.

fff jjj frf juj fff jjj fgf jhj fgf jhj

(Hold the eyes on the copy.)

fff jjj frf juj fff jjj fgf jhj fgf jhj

frf juj fgf jhj fuf jrj fgf jhj frf juj

Insert a new sheet of paper and type the entire six lines of this drill without stopping.

Exercise 1

DIRECTIONS: Side margins, 20 and 60. Top margin, two inches. Spacing, double.

Think the letter to be written. Mentally check your reach from the home key position to the key to be controlled. Write at a slow rate of speed, giving careful thought to the rhythm and continuity of writing, and to the correct and accurate stroking of the keys. Keep the eyes on the following copy:

fur jug rug fur jug rug fur jug rug fur

fur jug rug fur jug rug fur jug rug fur

jug rug fur fur jug rug jug rug fur jug

jug rug fur fur jug rug jug rug fur fur jug

(Have the fingers curved and poised lightly over the keys ready for a quick, decisive "snatch" stroke.)

He has not learned the lesson of life who does not surmount all fear. Fame comes only when deserved; then it is as inevitable as destiny. He who wishes to secure the good of others has already secured his own. The great secret of making life easy is to do every duty cheerfully. Most of the shadows of life are caused by standing in our own sunshine.

Paragraph Practice

STROKES

Statistics compiled by the United States Bureau of Education show that the pupil who remains in school until eighteen years of age, at the age of twenty-five is earning \$900 a year more than the pupil who left school at fourteen. A high school education makes possible a larger, fuller and better life by focusing attention upon what the leaders among men have accomplished. Concentration upon human achievements in literature, science, and art has a cultural value which adds immensely to the joy of life. The high school emphasizes plain, every-day habits of loyalty, industry, respect for property, neatness, regard for the common courtesies, and a sense of the fitness of things. A boy or girl with these qualities can hardly fail to make good.

Be loyal to your school in word and deed. Your personal conduct will make or mar the standing of your school in the community. Have a will to do the right thing without being told or being watched. Thus you will gain in self-respect, and acquire a poise and dignity that will pay rich dividends.

The world has no use for a loafer. School is the last place in which to play the slacker. Slovenly habits stamp you as an inferior. Somebody has written: "How much are you worth above the neck? Is your head a hat-rack or a thinking machine? If you want to get ahead you must have a head." Show people that you mean business. The race is not to the swift but to the steady.—W. C. Roudenbush

Including Correcting Errors, Receiving and Making Telephone Calls, and the Use of the Different Parts of the Typewriter

Complete the work in this budget in the following manner: *Incoming letter 1*. Make two carbon copies as Mr. Harbison wishes to give copies to his business associates. Fold and place each letter in a legal envelope for personal delivery. *Test on the use of the parts of the typewriter*. Do not copy this test but work out the problems in an attractive form to send to Miss Joyce. *Incoming letter 2*. Prepare the same as incoming letter 1. *Outgoing letter 1*. Write an original letter to Miss Joyce to accompany your working out of the problem she submitted. Prepare for the outgoing mail. *Outgoing letter 2*. Write an original letter to Miss Fowler thanking her for the information furnished you.

LESSON 2

Learning to typewrite is merely a process of habit formation. It is well to remember, however, that incorrect habits are as easily acquired as correct habits. Be constantly on the alert, therefore, to develop skill according to a well-considered plan. Follow all instructions carefully and intelligently. Constantly check your movements at the machine and eliminate all waste effort or false movements in handling the machine parts, and in controlling the keys.

Review the following:

1. Position at machine.
2. Insertion of paper.
3. Straightening of paper.
4. Machine parts.

Finger Gymnastics: Clench the fingers of the hands twice. Shake the hands vigorously in order to relieve any contraction of muscles.

Drill 2

Each finger has been given a definite name, the name corresponding to the key over which it rests when in its home key position. In this drill, these home key letters are used. Notice that "d" is to the left of "f", "s" to the left of "d", and "a" to the left of "s". Each new key is controlled by the finger having the same name as the letter to be controlled. Likewise, "k" is to the right of "j", "l" to the right of "k", and "i" to the right of "l".

In practicing this drill, keep in mind the necessity for properly directing the stroke and using the correct finger. Remember that each finger has certain, definite keys to control and must control no others. Use the **snatch** stroke, and have an equal force behind all strokes.

DIRECTIONS: Marginal stops, 20 and 60. Top margin, two and one-half inches. Spacing, single. Write each line twice. Double space between groups.

fff jjj fff juj fgf jhj fff jjj fff jjj
fff jjj fdf jkj fsf jlj faf j;j fff jjj
faf j;j fsf jlj fdf jkj fgf' jhj fff juj
afsd f;jlkj afsdf ;jlkj afsdf ;jlkj fff

(Hold the eyes
on the copy. Do not
look up at the end
of the line.)

Exercise 2

DIRECTIONS: Marginal stops, 20 and 60. Top margin, two inches. Spacing, double. When the bell rings, complete the word you are writing, throw the carriage, and begin the next line without a break in the writing.

fur jug rug jar hag fur hug rug fur jug
jug had fur lag lad rug dug has lug jug
hag fur lad jug has lug jar hug rug hag

tember, October, and November. December: gasoline, 23.50; lubricant, 2.30; stationery and printing, 23.50; telephone, 5.45; telegrams, 2.65; street car tickets, 3.25. The last

Incoming Letter 2

Ensley, Ala., [*type the date to accord with the foregoing letter*]. Mr. Oliver R. Harbison, The Southern Electric Manufacturing Company, Macon, Ga. Dear Sir: In accordance with Mr. Tebbs' request, I have made the following digest of the report made by the Honniwell Efficiency Experts in the matter of increasing the efficiency of the clerical force in the offices here. Attending to Callers. In order to conserve the time of the General Manager and the heads of the different departments, it is suggested that the person whose duty it is to receive callers, act as a shock absorber between the callers and the person whom they have called to see. He or she should personally deal with and satisfy as many callers as possible, making a special effort to have them leave with the feeling that they have received courteous and considerate treatment. The caller should not be kept waiting until a piece of work has been finished. The person greeting him should rise courteously and advance toward him with a pleasant Good Morning or Good Afternoon as the case may require. If the name of a caller who wishes to see the employer is not known, his name and the nature of his business should be politely asked for, and he should be invited to be seated while he is announced to the person for whom he asks.

column will show the total expenses for all six months. The grand total at the bottom of the last column will be the sum as the sum of all column totals.

If an interview can be arranged, the secretary should go to the door of the employer's office and invite the caller to enter. He should not pass out of the room, but stand aside until the caller has entered. If the employer is busy for the present, but can see the caller in a short time, the latter should be told so and asked if he will wait. If he will, he should be given a late newspaper or magazine. If the employer is busy and can not be interviewed, the caller should be told diplomatically that the interview can not be arranged. If the employer is out, a memorandum of the call should be made, stating the nature of the business of the caller, when possible, so that the call may be brought to the attention of the proper person. The Honniwell experts have given us some valuable instructions for making corrections in all kinds of typewritten work, and also for the most efficient use of the typewriter in general, but this letter has grown so lengthy that I shall postpone the notes on these subjects to be embodied in another letter which I shall send very soon. The report of the experts is going to make a big difference in the handling of the work in the general offices as the whole office force recognizes the value of the suggestions they have made. Very truly yours, *Janet T. Joyce*, Secretary to Mr. Tebbs.

BUDGET LXIII

Corrective Drill

objection October obligation overlook opposition officious open
opponent overcome observatory occupation offshoot oratory oozy
oblivious occasion obsolete outlook orthodox opposed outdoor
office-bearer oil-painting open-handed out-of-doors out-of-the-way
moon room look boot cook doom fool hood noon pool soon took wood

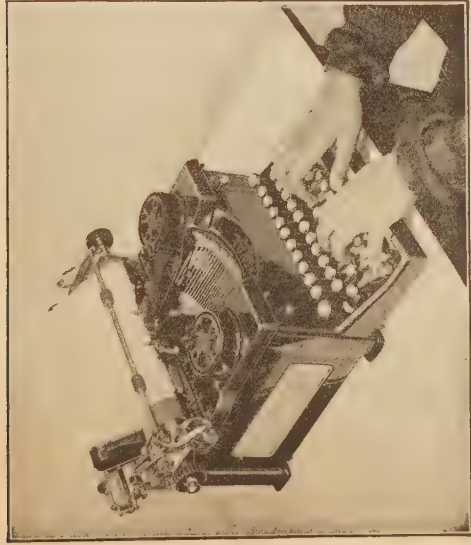


Illustration No. 14
Control of Left Shift Key

Each key has two letters, the lower case or small character, and the upper case or capital. To make capitals, use the little finger to depress the shift key which is on the opposite side of the keyboard from the key to be controlled. Stretch the little finger to the shift key, and keep the other fingers hovering over their home key positions. Hold the shift key down until the key has been struck and released. If the capital letter is above the line of writing, the shift key was not firmly depressed, or was released too quickly.



Illustration No. 15
Control of Right Shift Key

Location Drill 2-A

DIRECTIONS: Practice this drill until you have mastered the problem of shifting for capitals.

jjj J fff F rrr R uuu U FrF JuJ KkK
aKa ;D; aLa ;S; aJa ;F; aHa ;G; aKa
F; Ja D; Ka S; La G; Ha R; Ua F; Ja

LESSON 3

Drill 3

DIRECTIONS: Side margins, 20 and 60. Top margin, two inches. Spacing, single. Write each line twice. Double space between groups.

fff jjj frf juj fgf jhj fff jjj fff jjj
fdf jkj fff jjj fsf jlj faf j;j fff jjj
frf juj fgf jhj fdf jkj fsf jlj faf j;j

Exercise 3

DIRECTIONS: Side margins, 20 and 60. Top margin, two inches. Spacing, triple.

Had jug fur has lad rug hug fur lag jar
Dark hard lark fall dusk lard hard husk
Flag dash lark half gush dark lags flag

Including an Analysis Tabulation

A tabulation of a number of columns, such as is required in this budget, can not be written on the 8½-inch width of typewriting paper. It may, however, be typed across the paper lengthwise in the following manner:

1. Fold back two and a half inches at one end of the paper and insert in typing position with the folded edge at the right.
2. Use suitable main and subheadings, centering the main heading on the entire width of the paper. Type the left half of the tabulation.

Incoming Letter 1

Ensley, Ala., [dated two days previous to current date]. Mr. Oliver P. Harbison, Agent, The Southern Electric Manufacturing Company, Macon, Ga. Dear Sir: The Honniwell Efficiency Experts have been checking up on all the departments of the plant and general offices. They seem to have missed nothing from the height of President Blakeley's chair to the size of the shovel used by the common laborer in the yards. Their report is a wonderful illumination, well worth the \$7,000 that it cost. To complete the survey we have been asked to get several reports from the branch offices. We are going to begin by asking each agent to send us a comparative statement for the last six months showing general expenses excluding the salaries of the office force. Please show the expenses for each month, and for each month after the second show the accumulation of the expenses for previous months. I have asked Miss Joyce, Miss Fowler, and Mr. Westlake to make a digest of the main

3. Unfold the paper and make a new fold at the opposite end.

4. Reinsert the paper so the continuation of the tabulation will line up exactly with the lines already typed and complete the work.

points covered by the report on the work done in the home office. They have promised to write to you very soon. We know you will be much interested in the procedures suggested by the Honniwell experts. Yours very truly, The Southern Electric Manufacturing Company, *Arthur G. Tebbs*, Assistant Superintendent. (Transcribed by stenographer 4.)

Outgoing Letter

[Type the date line to conform with the foregoing letter.]

the southern electric manufacturing company 1000 diamond street ensley ala attention mr arthur g tebbs gentlemen you will find the expense analysis sheet for which you asked enclosed we in this office are much interested in what the efficiency experts have done in the general offices and are looking forward to the receipt of the letters which the misses joyce and fowler and mr westlake have promised to send us very truly yours the southern electric manufacturing company *oliver p harbison* agent

Expense Analysis Sheet

From the following data, set up proper tabulation under suitable main and column headings: July: gasoline, 27.00; lubricant, 5.00; automobile repairs, 6.75; automobile license [the same for each month], 4.50; stationery and printing, 6.45; telephone, 3.55; telegrams, 4.50; carbon paper, 1.00; rent [the same for each month], 190.00; street car tickets, 3.00. August: gasoline, 31.50; lubricant, 6.00; automobile repairs, 4.85; stationery and printing, 6.45; telephone, 4.85; telegrams, 3.40; street car tickets, 3.00. The third column will be the sum of the expenses for July and August. September: gasoline, 32.75; lubricant, 4.50; automobile repairs,

50.00; stationery and printing, 9.60; telephone, 5.25; telegrams, 2.50; street car tickets, 3.50. The fifth column will be the sum of the expenses for July, August, and September. October: gasoline, 28.96; lubricant, 3.50; automobile repairs, 8.45; stationery and printing, 6.80; telephone, 5.25; telegrams, 2.65; street car tickets, 3.00. Seventh column will be the sum of July, August, September, and October expenses. November: gasoline, 22.50; lubricant, 2.85; automobile repairs, 5.85; stationery and printing, 7.65; telephone, 4.85; telegrams, 9.90; street car tickets, 4.00. The ninth column will be the sum of the expenses of July, August, Sep-

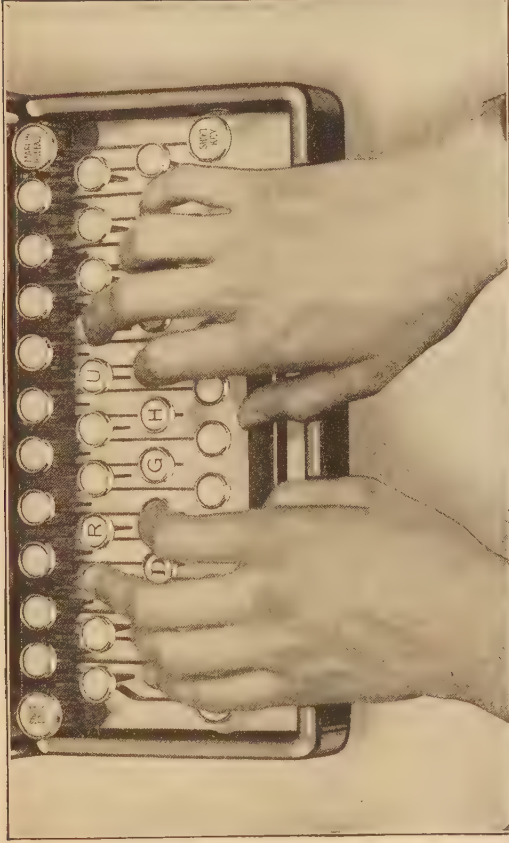


Illustration No. 16 Reach to "e" and "i"

The letter "e" is above "d" and is controlled by the *d* finger. The letter "i" is above "k" and is controlled by the *k* finger. Mentally associate these new controls with the controlling fingers. Hold the *d* finger in the air. Think *d-e*. As you look at the *k* finger, establish a relation between that finger and the letter "i". With the eyes closed, finger all the keyboard reaches thus far presented, flicking the keys lightly. Pull the fingers back toward the palm of the hand.

Location Drill 3-A

DIRECTIONS: Location drills are for the purpose of establishing a definite relation between the new keys to be controlled and the controlling fingers. Type the drill as many times as the teacher requires. At least eight minutes of intensive work should be given to each location drill. These instructions will not be repeated but are to be followed with every location drill.

The new control is preceded and followed by the letter indicating the controlling finger. In your thinking, give emphasis to the second letter in each group.

fff jjj ddd kkk fff jjj frf juj fgf jhj
 fff jjj ddd kkk ded kik ded kik ded kik
 frf juj fff jjj ddd kkk ded kik ded kik
 ded kik frf juj ded kik fgf jhj ded kik
 ddd kkk ded kik did kek ded kik ddd kkk

(Write the entire drill with even rhythm and equal force behind the strokes. Avoid jerks; emphasize rhythmic control.)

Report of the operating expenses of the Iroquois Apartments made by the Brookfield Realty Company. May 1, 1926, to May 1, 1927. The expenditures for operating the Iroquois Apartments during the twelve months ending May 1, 1927, amounted to \$10,440.02. An analysis of the expenditures follows: Commission to Brookfield Realty Company, 968.24; electricity, 887.25; general expenses, 635.05; coal, 1,918.00; repairs, 1,831.48; employees, 4,200.00. An analysis of the items charged to repairs and general expense follows: Repairs: Elevator, 474.68; heating plant, 967.60; skylights, 265.00; front door, 20.50; windows, 23.00; basement floor, 15.00; plumbing, 65.70; total, 1,831.48. General Expenses: Removal of ashes, 195.00; coat service, 43.25; fuses, 10.26; electric light bulbs, 49.77; garbage cans, 15.15; manager's telephone, 55.00; elevator inspection fees, 5.00; radiator valves, 2.63; floor wrench, locks and bellows, 5.30; care of lawn, 9.80; recovering hall furniture, 66.85; postage, 5.30; total, 635.05.

BUDGET LXII

Corrective Drill

pamphlet paragraph participant proposition philosophy prosperity
 proportionate phonograph perpetuate perpendicular partnership
 paper-hanger parcel-post pitch-pipe piston-rod plate-glass
 quarter-day quintessence quotations quarter-master qualification

Sentence Practice

(Margins, 2 and 75)

Respect is the reward of right action and right living.
 Imitation is always right when it leads us on the road to improvement.
 Doing your share is a lot more important than taking it.
 Keep true; decide on what you think is right, and stick to it.
 Circumstances are beyond our control; but conduct is in our own power.

Paragraph Practice

There is no reason why a girl and her typewriter should not attain the pinnacle of success aimed at by all young women who take up a profession seriously. If the girl will do her share and work to the best of her ability, the typewriter will prove to be an open sesame on her journey through the business world to pastures new and financial security. We hear the oft-repeated assertion that the secretarial field is overcrowded. It is—with mediocre talent, but there is an unceasing demand for the capable stenographer and typist.

Our young business women often make the mistake of leaving everything to the machine, and therein lies failure with a capital F. The typewriter is a very wonderful instrument, but human brains, ingenuity and intelligence are necessary appurtenances when it comes to making a living through the forty-two little keys with its shift locks and various devices to facilitate service.—New York Telegram

STROKES

67
133
202
273
342
415
487
535
595
665
730
799
867
935

LESSON 4

Drill 4

DIRECTIONS: Margins, 20 and 60. Top margin, one and one-half inches. Spacing, single. Write each line three times. Double space between groups.

fff jjj frf juj fgf jhj fdf jkj fff jjj

ddd kkk ded kik ded krf frf juj fgf jhj

fgf jhj fdf jkj fsf jlj faf j;j ded kik

ded kik faf j;j ded kik fsf jlj ded kik

Exercise 4

DIRECTIONS: Side margins, 20 and 60. Top margin, two inches. Spacing, double.

Fir hug led fur did she had jug kid ask

Rug led her did use sir due his led did

Head fail said fire huge dike fail dark

Sail fair life sure dike lead jail said

(Develop a quick,
light, SNATCH
stroke.)



Illustration No. 17 Reach to "4" and "7"

"4" and "7", the first figure controls, are in the top or figure row of keys. The figure reach is merely an extended letter reach and involves relatively small change in the position of the hand. "4" is above "r" and is controlled by the *f* finger. "7" is above "u" and is controlled by the *j* finger. These new controls, located only one step above the "r" and the "u" positions, merely require the extended "r" and "u" reach, the straightening of the *f* and *j* fingers. Note the "feel" of the reach. Avoid wrist or forearm movements. Let your fingers strike the center of the keys; then snatch the finger back toward the palm of the hand, returning it immediately to its home key position. From the very beginning, develop an easy, accurate control of the figures.

Location Drill 4-A

fr4f ju7j fr4f ju7j fr4f ju7j fr4f ju7j

fr4f ju7j fr4f ju7j fr4f ju7j fr4f ju7j

Mr. Charles D. Baker

← R. D. 1, Grove City

← Oregon

Dear Sir:

I received a letter from *Mr.* James P. Mollenauer, owner of Cathedral Manor, this morning. Mr. Mollenauer wishes to make an equitable exchange of this apartment building for some farm lands near a city, and it seems to me that Hazelcroft fits his requirements. I have just written to him giving him a complete description of your estate.

have Cathedral Manor is situated at the corner of Elsworth Ave^{ue} and Clyde St^{reet} in the residential section of Brookfield. It faces on Elsworth, but has a fine entrance on Clyde. ~~Both of these streets are lined on each side with fine old lindens and maples, and some of the best homes in the city are on these streets.~~ The manor consists of twelve apartments of one, two, and three rooms. Each apartment is *(9-)* equipped with inador beds and a kitchenette with range and refrigerator. The living rooms are exceptionally large and have gas logs ~~in the fireplace~~ that exactly simulate the old-fashioned log fireplace. The lockers are on the top floor and ~~there is~~ room for twelve automobiles in the garage in the basement. The janitor's apartment is on the basement floor.

The building is of old English style of red brick and stucco finish. It sets well back from Elsworth ~~and~~ *gives* the court, through which entrance is made, is planted with rare and beautiful shrubbery. Memorial Hall, Syria Mosque, the Masonic Temple, Brookfield University buildings, Carnegie School of Technology, and the Public Library are all within five minutes walk of Cathedral Manor. The Ruskin, The Adrian, Webster Hall, and the Bellefield Apartments are close by. Each of these apartment buildings ~~are~~ *giving* room that ~~are~~ open to the public.

Miss Blount: Please improve this margin

Mr. Charles D. Baker--2-- May 22, 1927

C. D. B-2

Mr. Mollenauer is the original holder of Cathedral Manor and the building is in first-class condition. It is clear of encumbrance just as Hazelcroft is. As I have figured it out, this property would net you about \$2100 a year, or 6% on an investment of \$35,000, the valuation you have placed on your Hazelcroft estate.

The apartments are all occupied, mostly by the same persons who entered when the building was erected three years ago. They are all most desirable tenants, being the younger members of some of the oldest families of Brookfield.

I hope you will give Cathedral Manor your serious consideration for I am sure that it offers a practical solution to your problem of disposing of Hazelcroft in its entirety.

Improve margin

Very truly yours,

W. L. Ambler

← Brookfield Realty Company

If you decide to look over Cathedral Manor, notify us what day and hour you will arrive. Come direct to our office and some one will be here to go over the property with you.

LESSON 5

Drill 5

DIRECTIONS: Side margins, 20 and 60. Top margin, one and one-half inches. Spacing, single. Write each line three times. Double space between groups.

afsd f ;jlkj afsd f ;jlkj afsd f ;jlkj

(THINK each letter as you write it.)

adsd f ;klkj adsd f ;klkj adsd f ;klkj

(Write with an even touch and an even speed. Eliminate all jerks.)

af r4 f ;ju7 j af r4 f ;ju7 j af r4 f ;ju7 j

afsd ed f ;jlkikj afsd f r f ;jlkjuj e i

Exercise 5

DIRECTIONS: Side margins, 20 and 60. Top margin, two inches. Spacing, double. Write the exercise twice.

Is he if as us if he is us he if as us

All she had use red lid fur add jug rug

Did her due are has led his ask had air

Hard glad like ride full fair hark said

Dike raid like held fair said lark like

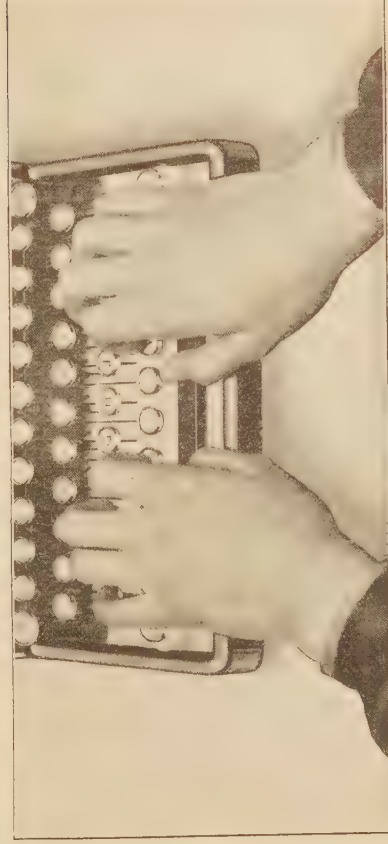


Illustration No. 18 Reach to "v" and "m"

The new controls are in the first row of keys, the row beneath the home key position. The letter "v" is not only beneath but is also somewhat to the right of "f". "v" is controlled by the *f* finger. "m" is below and to the right of "j" and is controlled by the *j* finger. In controlling these keys, remember to keep the controlling fingers well curved. Strike the keys with a forceful, snatching movement, bringing the finger toward the palm of the hand.

Location Drill 5-A

fff jjj frf juj fgf jhj fff jjj fvf jmj

fff jjj fvf jmj fvf fvf jmj frf juj fvf jmj

ded kik frf juj fgf jhj fvf jmj fvf jmj

1927

Mr. James P. Mollenauer
1754 Deavenport Building
Brookfield, Ore.

Dear Sir:

I received a letter this morning from Mr. Charles D. Baker offering his Hazelcroft estate for exchange in Brookfield property. Hazelcroft is one of the finest estates in Brook County. It is situated on the Grove City-Salem Road and overlooks Avon Valley. The estate consists of 277 acres in a high state of cultivation. It lies high and is well drained. All but 25 acres are cleared, and the timber in the uncleared section consists of large oaks and maples. Their is a four-acre orchard bearing apples, cherries, and peaches. Hazelcroft apples are known all over the country for their fine flavor. Alfalfa, mixed hay, wheat, and corn are coming along in fine condition, and the three-acre truck garden gives every promise of good returns. Two acres of the estate are planted in strawberries and raspberries.

The house is of Spanish style and contains fourteen rooms. A spacious hall on the first floor is flanked on one side by a library and den and on the other by the living room. The hall is I-shaped and runs behind the living room to a port-cochere. The den has a large bay window and log fireplace. Behind the hall and the den are the dining room and the kitchen. On the second floor there are five large bed rooms with three baths, and a dressing room with shower. The servants' quarters and the billiard room are on the third floor. Besides the billiard room there are two bed rooms and a bath. The porch extends around two sides of the house and it is well shaded by two large maples. The lawn is well cared for and is adorned by shade trees and imported shrubbery.

The double-bank barn has been lately painted. The ~~servants~~ cottage and the farm manager's bungalow are comfortable and roomy and are equipped with baths and electric light. The poultry houses and the dairy are widely known for their scientific arrangement.

Yours truly,
James P. Mollenauer -- 2 -- May 22, 1927
J. P. M.

Hazelcroft is within a mile and a half of Grove City. The Rapid Transit Railway runs through one corner of the estate and has a stop there. The best district of Grove City is on the Hazelcroft side and is being extended rapidly in this direction. A group of men from Grove City have been urging Mr. Baker to sell 100 acres of this property to them as a site for the new country club, but he refuses to sell unless he can dispose of the entire estate.

If I were in position, I should buy this land as an investment. It is sure to be in demand in the near future for some such purpose as a sanatorium or club grounds. It seems to me that Hazelcroft is about the best exchange you could make for Cathedral Manor. If you are interested, let me know what day will be convenient for us to run out to see Hazelcroft.

Yours very truly,
J. P. Mollenauer
Brookfield Realty Company

I suppose you know that Grove City is a third-class city and that it has excellent school and church facilities. Shady-side Academy is situated there.

LESSON 6

Drill 6

DIRECTIONS: Side margins, 20 and 60. Top margin, two inches. Spacing, single. Write each line three times. Double space between groups.

af^r4f ;ju7j af^r4f ;ju7j af^r4f ;ju7j

afsdrgf ;jlkuj afsdvgf ;jlk^hj fvf

frfgfrf jujhjuj fvf^gfvf jmj^hjmj jmj

(Sit erect. Keep the feet on the floor. Hold the eyes on the copy. Curve the fingers. Concentrate!)

Exercise 6

DIRECTIONS: Side margins, 20 and 60. Top margin, two inches. Spacing, double.

Gem fir hug dim her mug vim jam rug dim

Vim led mad kid rim did ham fig sir gem

Harm five dike give make hive like five

Fail dime rake said hive lime ride fail

Same raid have mail firm dike held fame

(Use a sharp, forceful, snatch stroke. This gives a quick key release.)

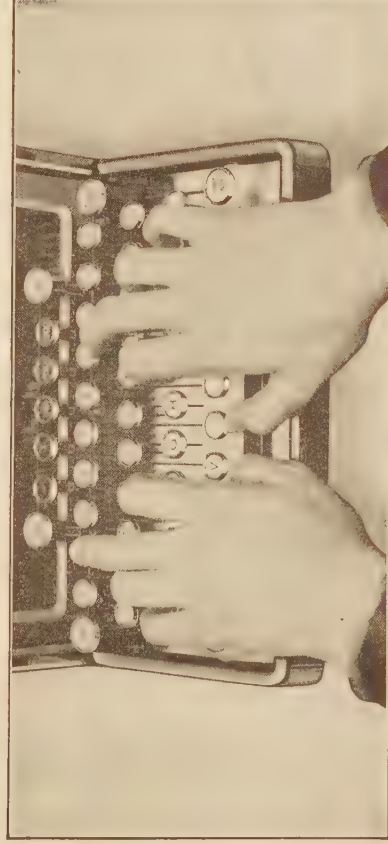


Illustration No. 19 Reach to "3" and "8"

"3" and "8" are in the top or figure row of keys. "3" is above "e" in the same diagonal line, and is controlled by the *d* finger. "8" is above "i", and is controlled by the *k* finger. Make the reach by stretching the controlling fingers to the new key locations, but do not move the wrist or the forearm, or change the position of the hands. This is merely an extended letter reach, and does not necessitate any change in the method of reaching or controlling the keys.

Location Drill 6-A

de3d ki8k de3d ki8k de3d ki8k de3d ki8k

afde3d ;jki8k af^r4f ;ju7j afde3d ;jki8k

fr4f ju7j de3d ki8k fr4f ju7j de3d ki8k

Our ideas, our visions, our resolutions come to us fresh every day because this is the divine program for the day, not for tomorrow. Another inspiration, new ideas will come tomorrow. Today we should carry out the inspiration of the day. The putting off habit will kill the strongest initiative. Too much caution and lack of confidence are fatal enemies of initiative. How much easier it is to do a thing when the purpose impels us, when enthusiasm carries us along than when everything drags in the postponement. One is drudgery, the other delight. The energy wasted in postponement until tomorrow a duty of today would often do the work. How much harder and disagreeable, too, to do work which has been put off! What would have been done at the time with pleasure, even enthusiasm, after it has been delayed for days and weeks becomes drudgery. There is something about allowing a strong resolution to evaporate without executing it that has a deteriorating effect upon the character. It is the execution of a plan that makes stamina. Almost anybody can resolve to do great things; it is only the strong, determined character that puts the resolution into execution.—Orison Swett Marden

1008	942
1070	872
1134	806
1200	738
1255	677
1330	611
1400	
1467	
1540	
1606	
1678	
1746	

Including the Typing of Two-page Letters from Corrected Copy and the Typing of Postscripts

As this budget requires the writing of two-page letters, you should review the instructions for two-page letters given on page 79. Use only one sheet for a carbon copy of a two-page letter to save space in filing.

Postscripts are rarely used but it is necessary that you know how to write them as they are occasionally required. Ordinarily a postscript is not preceded by the word postscript nor followed by a signature. It is written simply as an additional paragraph below the signature. If, however, your dictator requires the use of the word postscript and a signature, write the former in the same relation to the message that the salutation holds to a letter and type the signature without a complimentary closing.

The letters of this budget were transcribed by a substitute stenographer. Mr. Sample has asked you to rewrite them. The tabulated statement, dates for which are found on page 221, should accompany the letter to Mr. Baker.

Incoming Letter 1

Hazelcroft, R. D. 1, West Middlesex, Ore., May 21, 1927. The Brookfield Realty Company, 1803 Union Bank Building, Brookfield, Ore. Gentlemen: I have been thinking over your recommendation and have decided to let my Hazelcroft estate go for equitable exchange in city property. Let me know what you have to offer. Very truly yours,

Charles T. Baker.

Incoming Letter 2

Brookfield, Ore., 1754 Davenport Bldg., May 22, 1927. The Brookfield Realty Company, 1808 Union Bank Building, Brookfield, Ore. Gentlemen: Pursuant to our conversation of yesterday I have about concluded to dispose of Cathedral Manor in exchange for farm property of equal value, provided the farm property is near at least a third-class city. If you have anything desirable on your list, let me hear from you, please. Yours truly, *James P. Mollenauer*

LESSON 7

Drill 7

DIRECTIONS: Margins, 20 and 60. Top margin, two inches. Spacing, single. Write each line twice. Double space between groups.

afr4f ;ju7j ade3d ;ki8k ade3d ;ki8k
frfgf jujhj fvfgf jmjhj fvfgf jmjhj
afsd f ;jlkj adsf ;klkj afsd f ;jlkj

(Fingers curved.
Snatch the key.)

Exercise 7

DIRECTIONS: Side margins, 20 and 60. Top margin, two inches. Spacing, double.

Fir gem has vim lag rim ham rug did led
Give same fail mark fame have made give
Live game vale mail dime dive like made
Fields leave raise large heard ledge is

(Spell the words.)

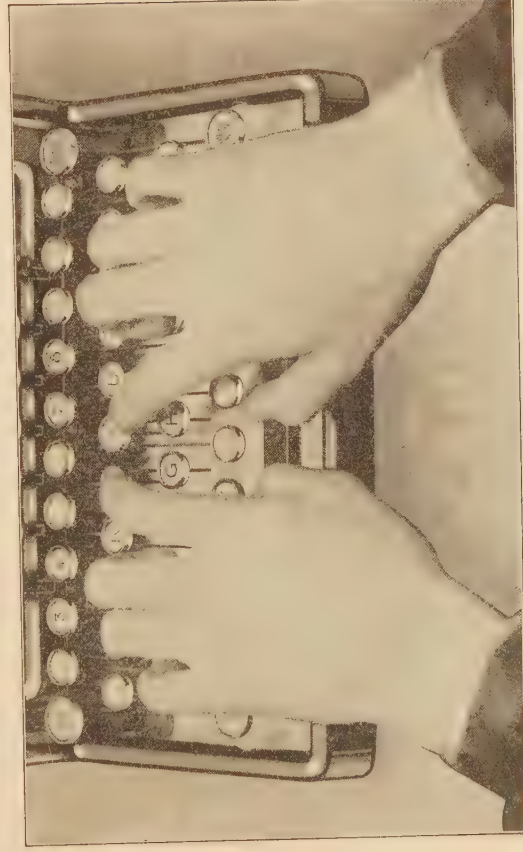


Illustration No. 20 Reach to "y" and "y"

"y" is a left hand, *f* finger control. "y" is a right hand, *j* finger control. In making the reach from the "f" position to the new letter "y" location, first establish a definite sense of direction, and then mentally determine the distance from the home key position to the "y" location. Contrast this reach with the "r" reach. Note the different directions the finger must travel in controlling the two keys, and sense the contrasting "feel" of the two reaches. In making the reach from the "j" position to the "y" location, contrast the direction and the length of reach between the "y" and the "u" reaches.

Location Drill 7-A

fff jjj frf juj ftf jvj ftf jvj ftf jvj
frf juj fgf jhj fvf jmj ftf jvj ftf jvj
frf juj ftf jvj ftf jvj frf juj ftf jvj
frftf jujvj fvfgf jmjhj frftf jujvj t y
ftfrf jyjuj fgfvf jhjmj ftfrf jyjuj y t

(Let the finger
make the reach.
Avoid all forearm
movements.)

In this budget you will send the postal card message given below to the mailing list given in Budget XXXVI, page 150. The letters sent to Messrs. Dawson, Clark, Rubert and Puton have been returned by the post office authorities marked "Not at this address"; consequently the mailing list must be revised. The following names are to be added: Wilkinson & Aiken, 876 Boyles Avenue, Johnstown, Pa.; Grove & Lamb, 901 Carlisle Street, Dayton, Ohio.; F. G. Fliner, 49 Winter Avenue, Canton, Ohio.; T. E. Richards, 306 Delaware Avenue, Connelville, Pa.; Charles G. Dripps, 981 Euclid Street, Rochester, New York. Make the list for the Curtis Shoe Company instead of the Phoenixville Engineering Works.

Prepare a new mailing list, cut a stencil for the message given below, run off enough copies for the revised mailing list, fill in the salutations, and address the cards.

Post Card Message

[*Use the current date.*] Everything points to an immediate rise in prices. There are rumors of strikes, and conditions everywhere indicate that any advance in prices will continue in force for several months to come. Please keep in mind that all orders are filled according to their priority of receipt. The Curtis Shoe Company, 118-120 State Street.

BUDGET LXI

Corrective Drill

nightingale nomination notwithstanding numeration Newfoundland
nonattendance nominally nonresident notification nonexistence
negotiation nickname nocturnal nonsense nineteenth Nazarene
near-sighted needle-work new-fashioned nux-vomica north-westerly
nine nine none some find firm sign sing lime line dime dine fine

Sentence Practice—Acceleration Practice

We very much appreciate the business which you have given us.
If he will let us hear from him at once, the matter can be settled.
We have not yet had a reply from our home office about the report.
Most of the material had been shipped before your letter reached us.
As far as possible, you should make every effort to settle the case.

Paragraph Practice

If we could only make our highest moments permanent, what splendid things we should do in life and what magnificent beings we should become; but we let our resolutions cool, our visions fade until it is more convenient to execute them, and they are gone. Men who postpone their visions, who delay the execution of their ideas, who bottle up their thoughts to be used at a more convenient time are always weaklings. The forceful, vigorous, effective men are those who execute their ideas while they are full of the enthusiasm of inspiration.

STROKES

58
126
197
264
332
398
465
530
543

LESSON 8

Drill 8

DIRECTIONS: Margins, 20 and 60. Top margin, two inches. Spacing, single. Write each line twice. Double space between groups.

frftfrf jujyjjuj fvfgfvf jmjhjmj jyj

(Use a rhythmic swing in returning the carriage.)

afr4f ;ju7j ade3d ;ki8k afr4f ;ju7j

frf juj ftf jyj fgf jhj fvf jmj ded kik

Exercise 8

DIRECTIONS: Side margins, 15 and 65. Top margin, two inches. Spacing, double.

Led air yes May hat all let ask eye the get had
Firm just left side yard same stay must else at
Deal mile July tire list duty life they give it
Arrive travel divide really desire father summer
At this; that it; he is; as it is; it is; at all

(Space once after a semi-colon.)



Illustration No. 21 Reach to "c" and ","

In making the reach for the letter "c", let the *f* finger move from the home key position along with the *d* finger. Avoid twisting the hand. Move the *d* finger diagonally from its home position to "c". Curve the fingers; make the reach without hand movement. The same technique is followed in controlling the "," (comma) key. Definitely and accurately determine the sense of direction from the position of the home key to the new control. Take conscious note of the feel of the "c" and the "," reaches.

Location Drill 8-A

ddd kkk d3d k8k ded k,k ded k,k ddd kkk ded k,k

frf juj ftf jyj fvf jmj fgf jhj ded kik ded k,k

ded ded kik k,k ded k,k ftf jyj fvf jmj ded k,k

In writing on postal cards the form followed will be determined to a large extent by the length of the message to be typed. The following information, however, will assist you in developing skill in handling postal cards and in arranging the messages on them.

Government postal cards are $3\frac{1}{4} \times 5\frac{1}{2}$ ". Fifty-five horizontal and twenty vertical line spaces, therefore, represent the total space for writing messages. After allowing for necessary, though narrow, top and side margins, there are not more than fifty horizontal and seventeen vertical line spaces available for the message.

Estimate the approximate length of the message to be written and determine the margins accordingly.

Write all material longer than five lines single spaced. If the material to be written is long enough to "crowd" the postal card space, single space between paragraphs.

The address of the sender and the current date should be given in the upper right-hand corner of the card.

If government postal cards are not available for working out the following exercises, cut cards to $5\frac{1}{2} \times 3\frac{1}{4}$ " from heavy paper. Draw in the upper right corner of the address side the outline of a one-cent stamp.

Omit from the message side of the card the address of the person or firm to whom the card is being sent. The salutation and the complimentary closing may be omitted also though this is usually only done where limitations of space make necessary the saving of lines for the message itself.

In addressing the postal card, use the usual form for addressing envelopes. (See Illustration No. 44, page 90.)

Adjust the marginal stops so that there will be no danger of extending the writing line beyond the right margin of the card. In order to insure as neat work as possible, always place the edges of the card under the paper fingers.

Davenport, Iowa
May 21, 1927

Dear Sir:

Beginning Monday, May 28, we shall put on sale our entire stock of men's shoes. This stock consists entirely of this season's goods.

We hope you will take advantage of this opportunity to replenish your needs in this line.

The Curtis Shoe Company
118-120 State Street

Illustration No. 69. A Postal Card

Stencils and Circular Post Cards

The instructions for cutting stencils and making duplicate copies, given in Budget XXXVI, should be followed when postal cards are used. The special instructions, given below, relative to postal cards should also be observed:

1. Type the message on a postal card or a slip of paper, postal card size, for the approval of your superior.
2. Cut the message in the upper left corner of the cutting space of the stencil. Begin one-half inch from the top and two spaces from the line at the left.
3. If the salutation is to be filled in, do not cut it on the stencil but leave sufficient space for it.
4. Run off trial copies on pieces of paper cut to postal card size.
5. If the cards show signs of blurring, protect them with pieces of mimeograph paper or newspaper.
6. Do not attempt to stack the cards until they are perfectly dry.

LESSON 9

Drill 9

DIRECTIONS: Margins, 15 and 65. Top margin, one and one-half inches. Spacing, single. Write each line three times. Double space between groups.

fr4f ju7j de3d ki8k fr4f ju7j de3d ki8k fr4f ju7j

(Intensive
repetition
drills.)

frftfrf jujyjuj fvfgfvf jmjhjnj dedcded kik,kik

afrfvf ;jujnj aftfgf ;jvjhj adeded ;kik,k fvf jmj

kc,d diek kc,d diek kc,d diek kc,d diek kc,d diek

Exercise 9

DIRECTIONS: Margins, 15 and 65; two inches at top. Spacing, double.

city such fact came face such cast city came
teach check carry March elect child truck ice
victim ticket charge decide effect church act
secure cities direct select checks victim cut
it has, shall have; I am; at this time; I had

(Space once after a
comma.)



Illustration No. 22 Reach to “.”

The “.” is in the first row of keys beneath and somewhat to the right of “l”, and is controlled by the l finger. In making this reach, curve the fingers and move to the “.” position without moving the wrists and without disturbing the alignment of the hand with the keyboard. Use less force on this stroke in order to avoid puncturing the paper. The control of the period is offered at this time in order to make it possible to type full and complete sentences. Definitely determine the direction the finger must travel in order to control the period and accurately measure the reach from “l”.

Location Drill 9-A

fff jjj fsf jlj l.l l.l l.l l.l l.l

BUDGET LX

Corrective Drill

magnanimous maximum memorandum mathematics momentum mandamus
Mohammedan monomania maladministration martyrdom matchmaker
mannerism marmalade mesmerism mummify member misnomer murmur
master-stroke mother-in-law middle-class meeting-house May-day
mention number motion nameless mature marginal manoeuvre many

Sentence Practice

Courage is as necessary as integrity in the performance of duty.
Are you more courageous, more dependable today than you were yesterday?
Have you used your time to the end that your success will be assured?
Take stock of your ideals, your ambitions, your hopes, and your plans.
Where do you stand? Are you an asset or are you a liability?

Paragraph Practice

Business is as much a game as golf, or baseball, or football. Life itself is aptly likened to a game. To win, to earn and enjoy the fruits of victory you must play fair. A cup or medal or other trophy is not the real prize the victor receives; the real prize, the real reward is the satisfaction derived from superior, worthy achievement.

Wealth is not the real prize of life, it is only a trophy, a symbol, and may carry with it no satisfaction; indeed, it does not carry with it genuine, lasting satisfaction unless it has been won fairly, honestly, honorably. The more I see of rich men and the closer my insight into the workings of their minds and hearts, the more strongly convinced do I become that great wealth is no passport to happiness nor proof of true success. It is an old truth but it needs preaching every sunrise, so many do not know it, or knowing it do not heed it. If they could only be made to understand, if they could only see things in their true colors, if they could only peer into the hearts of many millionaires, they would order their lives more rashly and enjoy life more thoroughly.

To win out you must play the game every time. "Look at So-and-So; he has everything he wants, yet everybody knows that he made his money by shady practices," you may reply. Don't fool yourself that So-and-So has everything he wants. Do you imagine that he doesn't know how you and other people regard him?—
B. C. Forbes

STROKES

68
141
211
282
342
412
482
556
621
689
758
830
902
969
1036
1106
1123
1184
1248
1311
1376
1436
1449

Are you inserting the paper with as little effort as possible? Carefully check your movements.

1. How do you hold the paper while inserting it?
2. How do you insert the paper in the machine?
3. How do you straighten the paper?
4. How do you remove the paper?

If these movements are always correct and uniform, they will become fixed habits which will increase your skill.

Supplementary Word, Phrase, and Sentence Drill

Dr. Leonard P. Ayres has made a comprehensive and thorough analysis of reading and writing vocabularies and has determined the thousand most frequently used words. One of the most important phases of this study is the evidence that a few words do most of our work when we write. It was found that about nine words occur so frequently that they constitute approximately one-fourth of the whole number of words written. Practice on these words and phrases will develop a more accurate and facile control of letter sequence. Letter associations will thus become fixed at the same time that word associations are being formed.

The words given below are taken from the Ayres list. The phrases are high frequency combinations of some of these words.

DIRECTIONS: Margins, 10 and 70. Spacing, single. Write three lines of each column. Double space between groups. In writing the column of words, read down the column, repeating the words until the bell rings; then throw the carriage and begin the new line with the first word of the column.

he
is
me
as
my
us
if
am
it

due
all
him
ask
had
may
aid
rim

sure
high
seem
girl
time
glad
sick
life
much
easy

July
dash
give
hear
less
fair
made
face
they
head

river
there
slide
reach
alike
issue
first
usual
every

August
divide
relief
afraid
either
Friday
matter

he gave
is that
if this
he said
as they
is very

Dear Sir
give him
they are
have had
give her

At this time, they have the material ready.
Just have the mail delivered Saturday.

If he has the letter, let me see it.

Every day he must receive the material.

If she has the check, she must cash it Thursday.

Each girl must give very fair service.

They received several letters last Tuesday.

it had I not received your letter. I am enclosing the signed proxy as authority for your representing me at this meeting. I certainly hope that you will be able to get a sufficient number of Ironton stockholders out to block any move to purchase the Steelton Tool Company. I am glad to report that I am almost well again, and that, if nothing new develops, I shall take up my duties on the Board of Trade within a few weeks. Very truly yours,
R. L. Wallace. To Mr. James L. Speer, 854 Sheridan Avenue, Ironton, Pa.

Proxy

Know All Men By These Presents, That I, the undersigned, do hereby constitute and appoint James L. Speer my true and lawful attorney to represent me at the special meeting of the stockholders of the Ironton Steel Company, to be held [*type date of the meeting*], and for me, and in my stead, to vote at said meeting upon stock standing in my name on the records of the said company at the time of said meeting, and I do hereby grant my said attorney all the powers that I should ordinarily possess if present in person. (*Paragraph.*) Witness my signature and seal this [*date of the letter with which it is to be enclosed*]. *R. L. Wallace* (SEAL). Witness

Outgoing Letter 2

[*Type the date line and the address to accord with the foregoing letters.*]

my dear mr wallace in spite of the pressure that the local stockholders brought to bear against the buying of the steelton tool company by the ironton steel company at the meeting held yesterday the resolution went through ellison james and urmson put up some pretty good arguments against the purchase but to no avail the officials of the company had decided to buy and when the matter went to a vote the local holders were outnumbered overwhelmingly t j morgan the secretary of the company had a suitcase full of proxies which he had secured from unthinking stockholders from all over the state we shall hope for the best and perhaps things

may turn out better than we now expect do you think you will be back in time to close negotiations for the purchase of our new location for the bank before the first of next month the owners are anxious to have the transfer made and i think the matter ought to be closed as soon as possible so as to begin with the new building truly yours *james l speer*

Incoming Letter 2

[*Type the date line and the address to accord with the foregoing letters.*]

My dear Mr. Speer: I shall not be in Ironton for at least another month, but I am enclosing a power of attorney for you to act as my agent in purchasing the new location for the proposed bank building. I am well pleased with the result of your negotiations, and trust I shall be able to be of more help in the building than I have been with the purchase of the property. Very truly yours,
R. L. Wallace.

Power of Attorney

Know All Men By These Presents, That I, *R. L. Wallace*, of the town of Ironton, County of Allegheny, State of Pennsylvania, have made, constituted, and appointed, and by these presents do make, constitute, and appoint James L. Speer of the town of Ironton, County of Allegheny, and State of Pennsylvania, my true and lawful attorney for me and in my name, place, and stead, to sign the firm name to any and all checks drawn on the Merchants National Bank against its deposit in the same, for the purchase of property situated at the corner of Jefferson and Washington Streets, known as the Harrod property, and I hereby ratify and confirm all that said agent or attorney shall lawfully do, or cause to be done in connection with this purchase. (*Paragraph.*) In Testimony Whereof, I have herunto set my hand and seal this [*day to accord*] of [*current month*], in the year of our Lord [*year*]. *R. L. Wallace* (SEAL). (*Paragraph.*) Signed and sealed in the presence of *Howard F. Barton, Charles C. Irwon.*

LESSON 10

Drill 10

DIRECTIONS: Margins, 15 and 65. Spacing, single. Write each line twice.

fff jjj frf juj ftf jyj fff jjj fgf jhj fvf jmj

fff jjj ddd kkk ded kik ddd kkk ded k,k ded k,k

fr4f ju7j de3d ki8k fr4f ju7j de3d ki8k f4j7 d3k8

Exercise 10

DIRECTIONS: Side margins, 25 and 60. Top margin, one and one-half inches. Spacing, single. Write each sentence three times. Double space between groups.

The army is already there.

Meet me at the theatre.

They left that street yesterday.

This first estimate is very high.

(When writing capitals, shift with the opposite hand.)

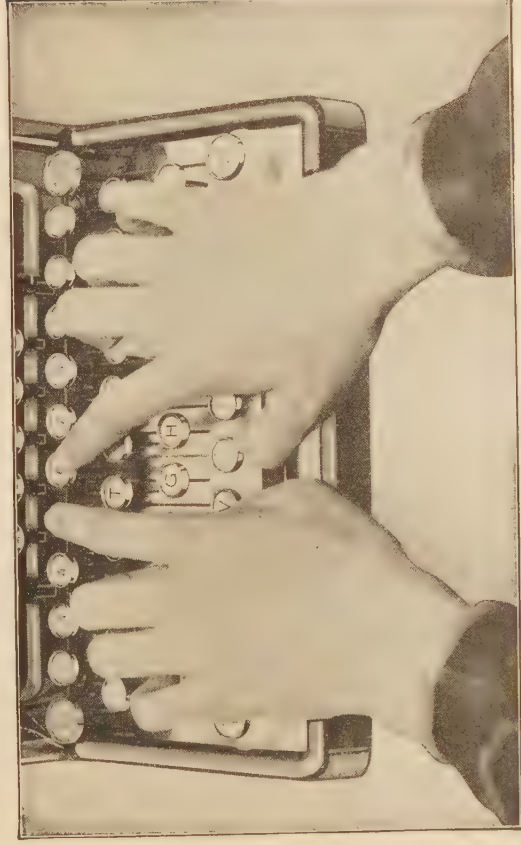


Illustration No. 23 Reach to "5" and "6"

The figure "5" is in the top row of keys and is controlled by the *f* finger. "5" is to the right of the figure "4" and is above and somewhat to the left of the letter "t". Contrast the "f-t-5" reach with the "f-r-4" reach. Note the difference in the length of the reach and also in the direction the finger travels.

"6" is above the letter "y" in a diagonal line and is controlled by the *j* finger. This is the longest of the keyboard reaches. The reach is made by straightening the finger and moving the general hand position slightly forward. Contrast the "j-y-6" reach with the "j-u-7" reach and emphasize the length and the direction of the "j-y-6" reach in contrast to the "j-u-7" shorter and more perpendicular movement. Strike the new controls in the center of the keys with the extreme tips of the fingers.

Location Drill 10-A

art5f ;jy6j aft5f ;jy6j aft5f ;jy6j

There are far too many assumptions about what human nature ought to be and not enough research into what it is. Take the assumption that creative work can be undertaken only in the realm of vision. We speak of creative "artists" in music, painting, and the other arts. We seemingly limit the creative functions to productions that may be hung on gallery walls, or played in concert halls, or otherwise displayed where idle and fastidious people gather to admire each other's culture. But if a man wants a field for vital creative work, let him come where he is dealing with higher laws than those of sound, or line, or color; let him come where he may deal with the laws of personality. We want artists in industrial relationship. We want masters in industrial method—both from the standpoint of the producer and the product. We want those who can mould the political, social, industrial, and moral mass into a sound and shapely whole. We have limited the creative faculty too much and have used it for too trivial ends. We want men who can create the working design for all that is right and good and desirable in our life. Good intentions plus well-thought-out working designs can be put into practice and can be made to succeed.—Henry Ford

59
130
201
272
338
405
470
540
604
670
740
807
872
939
1002
1072
1143
1208
1257

Including a Notice of a Stockholders' Meeting, a Proxy, and a Power of Attorney

To accompany the second letter you will prepare a proxy in which one stockholder gives another written authority to vote in his stead at a stockholders' meeting; to accompany the fourth, a power of attorney, in which one person gives the other the power to act for him in the purchase of property. A proxy is ordinarily used when one person is to act for another without the title of property being transferred; a power of attorney often gives one the right to transfer the title of the property of another.

Outgoing Letter 1

iron ton pa [*Use current date.*] my dear mr wallace i received through the mail this morn- ing a notice of a special stockholders' meet- ing of the iron ton steel company to take place two weeks hence no doubt your notice has been forwarded to you by mrs wallace i am however enclosing my copy of the notice as yours may have gone astray you will see that the meeting is for the purpose of purchasing the steel ton tool company for my own part i do not think this a wise move under existing business conditions our company has not paid dividends for more than two years and the buying of the steel ton concern will postpone any prospect of a dividend indefinitely i called mrs wallace over the telephone and while she reports progress she says that you

will not be able to come north to vote in per- son if you should care to have me vote on the shares you hold provided you feel as i do about the matter i shall be glad to receive your authority by means of a proxy i hope you will continue to improve in health and that the board of trade will soon see you at its meetings very truly yours *james l speer* to mr r l wallace 765 atlantic avenue miami fla

Incoming Letter 1

[*Type the date line to accord with the fore- going letter.*]

My dear Mr. Speer: Thank you for bring- ing to my attention the special meeting called by the Iron ton Steel Company. The notice lay unopened on my desk for two or three days, and I doubt that I should have opened

LESSON 11

Drill 11

DIRECTIONS: Margins, 15 and 65. Spacing, single. Write each line twice.

af^r4f ;ju7j ade3d ;ki8k af^r4f ;ju7j af^r5f ;jy6j
f^r4f jmu7j dcd3d k,k8k fvt5f jmy6j fr5vf ju7mj
af^sdeef ;jlkⁱ,j af^sdrtf ;jlkuyj af^sdv^gf ;jlk^mhj

Exercise 11

DIRECTIONS: Side margins, 25 and 60. Top margin, one and one-half inches. Spacing, single. Write each sentence three times.

The estate is small.

Give her my address.

A large steamer arrived yesterday.

They had the mail at that time.

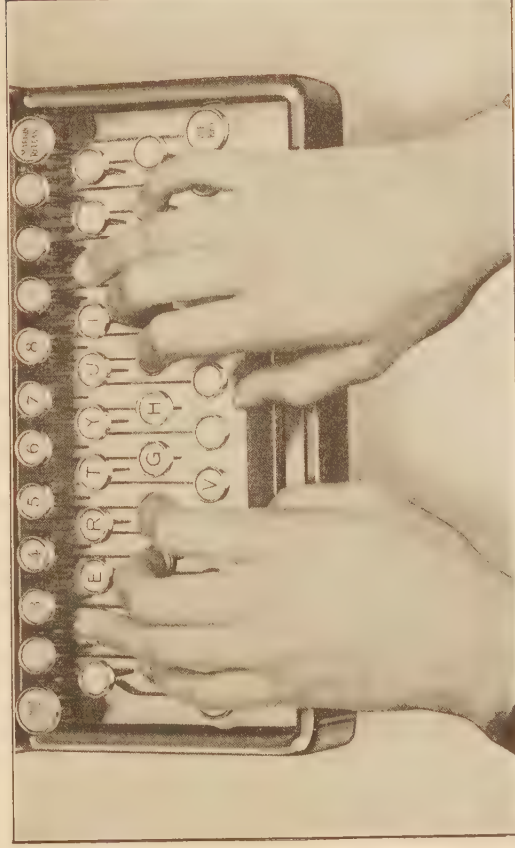


Illustration No. 24 Reach to "w" and "o"

"w" is above "s" and is controlled by the *s* finger. "o" is above "i" and is controlled by the *i* finger. In making these reaches it is not necessary that the other fingers be held rigidly to the home key positions. Curve the fingers, maintain the general hand alignment and when reaching for either "w" or "o", move the controlling fingers, at the same time permitting the other fingers to move slightly from their home key positions. You will find that there will be a tendency for the *d* and *k* fingers to move. To attempt to hold them to their home keys would bring a great deal of stiffness to the movements of the fingers controlling "w" and "o". Use the "snatch" stroke, striking the center of the keys and pulling the fingers toward the palm of the hand. Eliminate wrist and forearm movement.

Location Drill 11-A

fff jjj frf juj fvf jmj ddd kkk ded kik dcd k,k
fff jjj sss lll sws lol ddd kkk ded kik sws lol
sws lol ded kik frf juj ftf jyj sws lol sws lol

wilkinson defendant rests cross examination by mr sowersby you obligated yourself to pay the note in question yes sir have you at any time made an effort to pay this note no sir witness excused frank l fisher sworn and examined as a witness for the defendant testified as follows direct examination by mr wilkinson do you know anything about the condition of this ford runabout since the jellico coal mining company sold it to mr woodley yes sir mr woodley brought it into my shop just after it was delivered to him by the jellico coal mining company he asked me to look it over as there seemed to be something wrong with it did you find anything wrong with the machine yes sir i found the spark plugs defective and the float had caused the carburetor to flood has the runabout been in your shop for repairs at any time succeeding the time you mention yes sir it was in three other times for engine trouble witness excused testimony closed

judges summary of the case gentlemen of the jury in this case as has been stated there is a note and the note was given in part payment for a secondhand ford runabout neither party to the case has lived up to the agreement made in the contract the plaintiff failing according to the evidence to deliver the said runabout in the perfect mechanical condition upon which the contract was made and the defendant failing to pay the amount of the note in question as there is not sufficient evidence to show that either party has lived up to the letter of the contract there is nothing left for me to do but to dismiss the case and to request the clerk to charge the costs against the plaintiff a general exception is allowed the plaintiff the foregoing notes of testimony with the exceptions taken by the counsel during the testimony and the summary have been examined by me and are hereby approved and ordered to be filed *james m rees* presiding judge

BUDGET LIX

Corrective Drill

journal jeopardize judgment justifiable January jealously jump
kinsfolk knickknack kneed handkerchief kerosene knowledge
lastingly legible legalize loyalty literally lifelessly likely
legitimately laudable looking-glass long-lived laughable laurel
lay-figure life-giving light-fingered log-rolling lop-sided

Sentence Practice

Be wiser than other people if you can, but do not tell them so.
Politeness is to do and say the kindest things in the kindest way.
A single grateful thought toward heaven is the most complete prayer.
Laziness travels so slowly that poverty soon overtakes him.
Write it on your heart that every day is the best day in the year.

LESSON 12

Drill 12

DIRECTIONS: Margins, 15 and 65. Spacing, single. Write each line twice.

frf juj ftf jvj ded kik dcd k,k sws lol fvf jmj
afswf ;jloj afswf ;jolj afswf ;jloj afswf ;jolj
afsdcef ;jlkj,j afwsedf ;jolikj afwsedf ;jolikj

Exercise 12

DIRECTIONS: Margins, 15 and 65. Top margin, one and one-half inches. Spacing, double.

for who low few how got why God ago you sow
with come from your whom will omit what wish
whom some form also wife over most cost word
goes love four does move lose more walk show
could today wrote cover ought world those favor
where other loyal worth crowd total awful whose

(Strike the center
of the key; use the
snatch stroke.)



Illustration No. 25 Reach to "b" and "n"

"b" is in the first row of keys, beneath the letter "g" and is controlled by the *f* finger. Make a direct reach from "f" to "b". Contrast this with the shorter "t-v" reach. Do not attempt to hold the *d* and *s* fingers to their home key positions but let them move slightly as you move the *f* finger to the "b" location. The *a* finger should be held in its position to act as a guide in getting back to the home key position with accuracy and ease. "n" is below "h" in the general diagonal arrangement of the keyboard and is controlled by the *j* finger. The direction is a short, downward, left reach and does not require the movement of the other fingers from their home keys. Contrast this with the "j-m" reach; give particular attention to the "feel" of the reach for the new control.

Location Drill 12-A

fvf jmj fbf jnj fbf jnj fvf jmj fbf jnj fff jjj
ded kik dcd k,k ftf jvj fgf jhj fbf jnj fvf jmj
fvf jmj fbf jnj fbf jnj sws lol dcd k,k fbf jnj

As stenographer for J. Clyde Wilkinson, you have been required to go to court to take in short-hand the proceedings of the case of the Jellico Coal Mining Company against your client, Joseph F. Woodley. Budget LVIII consists of the transcript of the court testimony typewritten according to the testimony illustrated, and the judge's dismissal of the case. Bind the dismissal with the transcript of the testimony.

court testimony in the court of common pleas missouri county mo march term 1927 the jellico coal mining company versus joseph f woodley suit on note notes of testimony taken march 19 1927 at st louis mo before the honorable james m rees franklin p sowersby for the plaintiff j clyde wilkinson for the defendant joseph f woodley the defendant introduced as a witness by the plaintiffs counsel testified as follows direct examination by mr sowersby is that your signature handing witness the note yes sir that is my signature did you ever pay that note for eighty five dollars to the jellico coal mining company i consider that i paid it yes sir did you pay that note in money to the jellico coal mining company no sir you mean that you paid the note but that you did not pay it in money do you want to know all the facts i want you to answer yes or no to that question yes sir mr sowersby the plaintiff rests cross examination by mr wilkinson you stated in your direct examination that you considered this note for eighty five dollars paid now will you explain in what way that payment was made i secured business exceeding in amount the sum of five thousand dollars according to contract with the jellico coal mining company what were the conditions under which this note for eighty five dollars was given by you to the jellico coal mining company mr sowersby i object to the question as incompetent the court objection sustained mr wilkinson exception witness excused p e matheson being duly sworn and examined as a witness for the plaintiff testified as follows by mr sowersby what agreement was there between the jellico coal mining company and mr woodley in regard to the note in question i was there when the transaction took place mr french of the jellico coal mining company agreed to paint the car and to see that it was in perfect condition mechanically in return for the note of eighty five dollars and the securing of five thousand dollars worth of business by mr woodley was the machine in perfect mechanical condition when it was delivered to mr woodley in my opinion it was it is thoroughly just the day before the sale how about the coat of paint i am to give the car the coat of paint just as soon as i have time to put it on mr sowersby the plaintiff rests cross examination by mr wilkinson did mr woodley bring the car around to have it painted he did but i did not have time to put the paint on did he come around as many as five times i suppose he did but this is the busy season and i did not have time to paint his car witness excused defendants evidence joseph f woodley sworn testified in his own behalf as follows direct examination by mr wilkinson state just what was done in regard to your note for eighty five dollars which the jellico coal mining company introduced as evidence the company agreed to accept the note as part payment for the runabout that i purchased from them with the understanding that it was in perfect mechanical condition and that it was to receive a coat of paint you say that the note was part payment for this runabout under what other conditions was the machine purchased i was to secure business to the amount of not less than five thousand dollars from firms that i visit was the five thousand dollars worth of business to be secured in the interests of the jellico coal mining company yes sir did you secure this five thousand dollars worth of business yes sir i secured nearly ten thousand dollars worth you say that you consider this note paid why i consider the note offset by the fact that the runabout has not yet received the promised coat of paint and also by the fact that i secured almost twice as much business for the jellico coal mining company as i contracted to secure did the other officers of the company know of the conditions under which the runabout was sold mr sowersby i object to that question because it calls for the opinion of the witness the court objection sustained mr wilkinson exception did the jellico coal mining company pay anything toward putting the runabout in perfect condition mechanically after you bought it no sir i have paid for everything that has been done to it since i bought it mr

LESSON 13

Review the machine parts. Becoming familiar with your machine will assist you in completing each day's work efficiently. Check the use of the parts listed below.

1. Paper Table (No. 10).
2. Paper Guide (No. 9).
3. Cylinder (No. 11).
4. Cylinder Knobs (Nos. 7 and 14).
5. Paper Release Lever (No. 8).
6. Line Space Regulator (No. 16).
7. Left Marginal Stop (No. 4).
8. Right Marginal Stop (No. 19).
9. Carriage Return Lever (No. 5).
10. Space Bar (No. 1).
11. Carriage Release Levers (Nos. 6 and 17).
12. Left Shift Key (No. 2).
13. Right Shift Key (No. 26).
14. Back Spacer (No. 25).

One of the carriage releases (Nos. 6 or 17) is used when it is necessary to move the carriage several spaces in either direction. The back spacer (No. 25) is controlled with the little finger. Depress the back spacer key without moving the hand from its home key position or disturbing its general alignment in relation to the keyboard.

New Machine Control: Margin Release (No. 20).

On the Underwood the margin release is controlled by the *a* finger; on the L. C. Smith and Royal by the *;* finger; on the Remington by the *j* finger. Make the control on the Royal, Underwood, and the L. C. Smith machines without moving the hands from the keyboard.

Drill 13

The last line of this drill is a balanced rhythm drill. This should be written at a slow rate of speed with emphasis placed upon the key release and upon perfecting the rhythm.

DIRECTIONS: Margins, 15 and 65. Top margin, one and one-half inches. Spacing, single. Write each line three times. Double space between groups.

fr4f ju7j de3d ki8k fr5f jv6j fr5f jv6j fr5f jv6j

frftfrf juvjjuj fvfbvfv fmjnmj dedcded kik,kik

afsdrtf ;jlkuyj afsdvbf ;jlkmnj afwsedf ;jolikj

fafecf j;j,i,j fafecf j;j,i,j fafecf j;j,i,j ws ol

Exercise 13

DIRECTIONS: Margins for words, 15 and 65. Margins for sentences, 20 and 60.

any but nor and boy now one son own not end
many when long know even gone blow kind only
then back sent into June than both knew mine
think about learn scene known under maybe by

Effort always creates ability.

He can who thinks he can.

Of two evils choose neither.

Genius is mainly an affair of energy.

To be great, concentrate.

(The reach for the shift key does not necessitate moving the entire hand. STRETCH the little finger; leave the others at the home key position.)

Colon Control

The colon (:) is the shift of the semi-colon key and is controlled by the little finger (the *;* finger) of the right hand. No definite location drill is required to learn the ":" control. Depress the shift key with the *a* finger and strike the key which will give, through the use of the shift, the ":". Two spaces always follow the ":". This rule never varies.

COURT TESTIMONY

In the Court of Common Pleas, Missouri County, Mo.

March Term, 1927

The Jellico Coal Mining Company :

vs.

SUIT ON SUBSCRIPTION

Frank W. Waterson

Notes of testimony taken March 25, 1927, at St. Louis, Mo.,
before the Honorable James M. Rees.

William H. Browning, for the Plaintiff

Joseph S. Parr, for the Defendant

PLAINTIFF'S EVIDENCE

FRANK W. WATERSON, the defendant, introduced as a witness by
the plaintiff's counsel, testified as follows:

Direct Examination

By Mr. Browning

Q. Is that your signature? (Showing witness subscription list.)

A. No, sir.

Mr. Browning: The plaintiff rests.

Cross Examination

By Mr. Parr

Q. Tell the Court how you paid this subscription of \$5,000.

Mr. Browning: I object to that question as incompetent

The Court: Objection overruled.

Mr. Browning: Exception.

A. It was exchanged for other stock.

Witness Excused

DEPENDANT'S EVIDENCE

FRED L. ERNEST, sworn and examined as a witness for the de-
fendant, testified as follows:

Direct Examination

By Mr. Parr

Q. What was the agreement about the exchange of the subscription?

The Court: Objection sustained.

Hearing Adjourned

Illustration No. 68. Court Testimony

This illustration shows different parts of a record of a transcript of court testimony, which will assist you in planning the work in Budget LVIII.

LESSON 14

Drill 14

DIRECTIONS: Margins, 15 and 65. Top margin, one and one-half inches. Spacing, single. Write each line three times. Double space between groups.

way lot nor two for out who the may but any
will hour sold more took view cost west room
school flower forget office mother fourth in

Exercise 14

DIRECTIONS: Margins, 15 and 65. Top margin, one inch. Spacing, single. Write each sentence three times. Double space between groups.

You can not do anything by doing nothing.

What is fairly good should be made better.

Any man can do anything that he really wants to do.

Character: merely a habit long continued.

Nothing but service brings worthy living.

(Use marginal
release.)

Rhythm Drill 14-A

boat hand baby body navy rain born home look
along begun clear court drown women local ready
unless inside center manner bought across became
although consider director remember terrible

Supplementary Words and Sentences

The words given below are the first fifty most frequently used words, taken from the Ayres List of 1,000 Most Frequently Used Words.

I	my	it	all	the	been	very	there
a	an	by	her	has	that	this	which
	to	me	and	but	dear	were	would
	if	of	his	for	from	your	
	as	he	are	was	have	will	
	in	on	she	you	they	with	
	at	so	one	not			
	is	or	had				
	be	we					

The first element of success is the determination to succeed.

(Margins:
10 and 70.)

Initiative: doing what should be done without being told.

Every failure will teach a man something if he will learn.

He who knows he can do, dares what he knows he can do.

pay the value of said secondhand ford runabout at the time the transaction took place which equals in value the services defendant rendered to the plaintiff since the transaction took place attorney for the defendant state of missouri county of missouri ss before me the undersigned notary public in the aforesaid cause, personally came the above named joseph f woodley who being duly sworn according to law deposes and says that the facts stated and the allegations in the foregoing affidavit are true and correct sworn and subscribed before me this [*current date*] a d 1927 notary public my commission expires [*two years from now*]

BUDGET LVIII

Corrective Drill

idiotic icing Indiana interview illicitly irritability impatient
 immaterialism impartiality imagination impracticability idiomatic
 individuality irresistibility intelligible inaccessibility ill-will
 illustrious identification inconspicuous inimitable incorruptible
 ice-plant iron-bound ice-cream iron-stone ill-conditioned ill-bred

Sentence Practice

Laws are not masters, but servants, and we rule them if we obey them.
 Achievement is the crown of effort, the diadem of thought.—Allen
 It requires sterling courage to live on the uplands of truth.
 Do not squander time, for that is the stuff life is made of.
 Keep thy heart with all diligence; for out of it are the issues of life.

Paragraph Practice

To respect my country, my profession, and myself. To be honest
 and fair with my fellowmen, as I expect them to be honest and fair
 with me. To be a loyal citizen of the United States, to speak of it
 with praise and act always as a trustworthy custodian of its good
 name. To be a man whose name carries weight wherever it goes. To
 be willing to pay the price of success in honest effort. To look upon
 my work as an opportunity to be seized with joy and made the most
 of and not as painful drudgery to be reluctantly endured.

To remember that success lies within myself—my own brain, my
 own ambition, my own courage and determination. To expect diffi-
 culties and force my way through them. To turn hard experience
 into capital for future use. To believe in my proposition heart and
 soul. To carry an air of optimism in the presence of those I meet.
 To dispel ill temper with cheerfulness, kill doubts with a strong
 conviction, and reduce active friction with an agreeable personality.

—Thomas Van Alostyne

STROKES

64
131
200
266
333
404
470
528
591
657
721
790
858
924
994
1016

LESSON 15

Drill 15

DIRECTIONS: Side margins, 10 and 70. Spacing, single. Write each line twice. Double space between groups. Note that the figure "1" (one) is the same as the letter "1".

fff jjj frf juj ftf jyj fvf jmj fbf jnj fff jjj fgf jhj fff

ddd kkk ded kik dod k,k ddd kkk sss lll sws lol sws lol sws

fff jjj f4f j7j f5f j6j ddd kkk d3d k8k d3d k8k fff jjj k8k

Exercise 15

DIRECTIONS: Side margins, 20 and 60 for the short sentences; 10 and 70 for the long. Spacing, single. Write each sentence twice. Double space between groups.

The sum of 1 and 4 and 8 is 13.

The sum of 5 and 7 and 6 is 18.

Day by day, in every way, I am getting better and better.

It is what we think and what we do, that makes us what we are.

The man who only half tries, does not even half make good.

(Note
control of
marginal
release.)

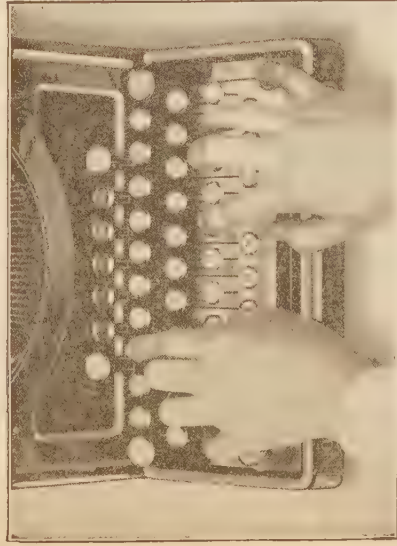


Illustration No. 26
Reach and Shift for "f"



Illustration No. 27
Reach and Shift for "4"

The shift of a small letter control gives the capital of that letter. The shift of the figure controls gives the special characters. The shift of the figure "4" is the "\$". This is controlled by the *f* finger. The shift key is depressed with the *f* finger and the *f* finger makes the "4" reach.

The shift of the figure "7" is "&" (ampersand) and is controlled by the *j* finger. In making this character, the left shift key is controlled by the *a* finger. Remember to depress the shift key before striking the character. Release the shift key immediately after the stroke has been completed and return the finger to its home key position. This special character "&" is used only as an abbreviation for "and" in firm names. Example: J. S. Brown & Company.

Location Drill 15-A

fr4f ju7j fr\$f ju&j fr\$f ju&j

ically perfect, and was to receive a new coat of paint as soon as the company painter could spare the time to place it. On the very first trip the spark plugs proved to be defective, and the carburetor flooded on account of a defective float. Although I have repeatedly taken the machine around to the painter, it has not yet received the coat of paint that was promised. The Jellico Company now threatens to bring suit for the amount of the note. I am wondering if I have a strong enough case to employ you to defend me in the suit. If I have, please tell me what your fee would be. Very truly yours, *Joseph F. Woodley*. (Transcribed by RET.)

Outgoing Letter

[Type the date line and the address from the foregoing letter.]

dear sir it seems to me that you have a very good defense in case the jellico coal mining company should bring suit on your note for \$85.00 when i telephoned the company giving them the facts as stated in your letter they

referred me to the sowersby collection agency in whose hands they have placed collection the manager of the agency mr sowerby says the company is determined to bring the suit such being the case i will represent you for the sum of \$25.00 i believe there is no chance of their winning the case otherwise i should advise you to settle before proceedings begin very truly yours *j clyde wilkinson* attorney-at-law

Incoming Letter 2

[Type the date line and the address to accord with the foregoing letters.]

Dear Sir: I am enclosing my check for \$25.00 in payment for your services in defending me in the suit which I have been notified the Jellico Coal Mining Company has brought against me. When the case has been settled will you please send me a copy of all the proceedings. Very truly yours, *Joseph F. Woodley*. (Transcribed by RET.)

The check No. 162 was drawn on the Merchants National Bank of St. Louis.

Affidavit of Defense

affdavit of defense in the court of common pleas missouri county mo march term 1927 jellico coal mining company versus joseph f woodley now [current date] comes joseph f woodley the defendant in the above case and says that he has a just full and equitable defense to the part of the plaintiffs claim the nature and character of which is as follows the defendant admits that on or about december 1 1927 he executed and delivered to the plaintiff a promissory note substantially in the form and tenor given in the plaintiffs affidavit of claim but he says it was executed under the following circumstances to wit defendant at the time said note was delivered to plaintiff purchased from said plaintiff a secondhand ford runabout which the said jellico coal mining company then and there expressly warranted and guaranteed to be mechanically perfect and all right that the defendant relied on the statement and guarantee made by said plaintiff at that time and gave his note as part payment for the purchase price to wit one hundred and eighty five dollars one hundred dollars of which was to be paid in services rendered and eighty five dollars was to be covered by said note by reason thereof that representation of said plaintiff in regard to secondhand ford runabout at that time was untrue false and fraudulent and that said secondhand ford runabout instead of being mechanically perfect and all right had defective spark plugs and carburetor and was also minus the new coat of paint which the plaintiff promised to furnish defendant claims the condition of spark plugs and carburetor and lack of new paint were detrimental and injurious to the value of said secondhand ford runabout and have been of a great annoyance inconvenience and damage to the deponent the defendant further states that said secondhand ford runabout at the time he purchased it by reason of its defective condition and lack of new paint was not then and is not now worth the amount of money which the defendant agreed to give and by reason of said misrepresentation the defendant claims that he has sustained damage to the amount of at least eighty five dollars which he claims as a set off against the demands of the plaintiff by reason of said guarantee as above mentioned the defendant further says that he is now and always has been willing to

LESSON 16

Drill 16

DIRECTIONS: Margins, 15 and 65. Top margin, one and one-half inches. Spacing, single. Write each line of the following drill twice. Double space between groups.

for the who had she may ran law but one and him
wish kick wise dime been your them gone they in
scene about never found since learn doubt above
action during sudden obtain entire indeed month
believe arrived section arrange between trouble

(THINK the letter of each word. This will initiate letter-making movements.)

Exercise 16

DIRECTIONS: Side margins, 10 and 70. Spacing, single. Write each sentence three times. Double space between groups.

Let your whole thought be for absolute accuracy.

An aim in life is the only fortune worth finding.

Know thyself, and all else will be added to you.

There is nothing either good or bad, but thinking makes it so.



Illustration No. 28 Reach to "q" and "p"

The letter "q" is above the letter "a" and is controlled by the *a* finger. The letter "p" is above the ",", and is controlled by the ; finger. In making these controls, move the finger straight forward. Do not twist the elbow, the wrist or the forearm. Curve the little finger and give a quick, forceful blow to the center of the key and immediately "snatch" the finger back toward the palm of the hand and bring it to rest in its home key position. Do not permit the hand to get out of its correct alignment in relation to the keyboard.

Location Drill 16-A

fr4f ju7j fr\$f ju&j fr\$f ju&j fr4f ju7j
aqa ;p; aqa ;p; sws lol ded kik fgf jhj
afqaf ;jp;j afqaf ;jp;j afwsf ;jolj aqa

(Move straight forward for the new controls. Do not twist the forearm.)

BUDGET LVII

Corrective Drill

hairbrush hothouse household hyphen half-hearted hardship height hemisphere hallelujah hardhood hemorrhage hairbreadth heartache hard-hearted half-brother hero-worship high-born hide-bound high hour-glass human-kind house-surgeon hot-tempered high-spirited them when this whom that they phase shall their there light thick

Sentence Practice

Victories which are worth having come as a result of hard fighting. Most people accomplish so little because they attempt so little. There is always room for a man of force, and he makes room for many. Mastery of circumstances comes only through mastery of self. Do not pray for easier lives. Pray to be made stronger men!

Paragraph Practice

STROKES

The world is divided into lifters and leaners. Ninety-five per cent of us are leaners. Some years ago I knew an aged man who, while recovering from a fractured hip, was given a pair of crutches in his first uncertain steps. He continued to use them month after month. At last the wise physician said to the old man's son that if some accident didn't happen to his father's crutches he would never walk again. One day "something did happen" and in a week the patient was going about as spry as ever.

It is sheer folly to moan over our failures when the one thing we most need is to throw away our crutches. Independence of thought and action is the hall-mark of the men who win. Effort always creates ability. I recall a fellow student who always went into the classroom with all the data he thought necessary to carry him through the recitation written on his cuffs. He is now a business man with white temples, but the old habit still clings. He can remember no duties, no engagements, no obligations. Take away his cuffs and you rob him of his ability to stand alone.—William Davenport

69
134
203
271
337
405
470
503
570
636
707
778
842
912
981
1046
1100

Including an Affidavit of Defense

Correspondence between James Wilkinson, attorney-at-law, and Joseph F. Woolley. The affidavit of defense, the sworn statement of the defendant given for defense in the case brought by the plaintiff, is to be written on legal paper.

Incoming Letter 1

3389 Princeton Street, St. Louis, Mo., [use date of two days previous to current date].
J. Clyde Wilkinson, Esq., 735 Webster Building, Wood Street, St. Louis, Mo. Dear Sir: About a year ago I bought from the Jellico Coal Mining Company of this city a

secondhand Ford runabout for \$185.00. In payment for this runabout I was to secure business to amount to \$5,000.00 or more from firms whom I visit in connection with my work of setting up machinery, and in addition, was to give my personal note for \$85.00. The runabout was guaranteed to be mechan-

LESSON 17

Are you following a definite procedure each day? Check your movements according to the outline given below:

1. Finger Gymnastics: massage fingers; spread fingers apart.
2. Position at machine.
 - a. Shoulders erect; lean slightly forward from the hips.
 - b. Eyes on copy.
 - c. Fingers curved over home keys.
 - d. Feet on floor, left foot somewhat in advance of the right.
 - e. Wrists relaxed, but not sagging.
3. Insert paper.
 - a. Count one—grasp the paper with left hand.
 - b. Count two—bring the paper to the carriage, and drop it behind the cylinder against the paper guide. *At the same time* bring the right hand to right cylinder knob. Place thumb well under the knob, first and second fingers on top.
 - c. Count three—twirl the right knob.
4. Fingers in position, hovering *tightly over* the home keys.
5. With eyes closed, make the finger reaches. Lightly *snatch* the key. Make the reach a *finger reach*. Hold the wrists and forearms practically still.

Drill 17

DIRECTIONS: Side margins, 15 and 65. Spacing, single. Write each line twice. Double space between groups.

rfvfvf ujmj tfbf yjnj eded ik,k wsws ol.1 qaqa p;p;
afgaf ;jp;j afwsf ;jolj afecf ;ji,j afrvf ;jumj
afr4f ;ju7j afr5f ;jv6j ade3d ;ki8k afr5f ;jv6j
afr\$f ;ju&j afr\$f ;ju&j afr4f ;ju7j afr\$f ;ju&j

Exercise 17

DIRECTIONS: Margins for words, 15 and 60; sentences, 20 and 60.

ship quit page keep quit hope trip copy
price April quite print rapid spend quiet
reply adopt quest power spent quite prove

Nothing is impossible to industry.

We must climb to reach the top.

Progress is the law of life.

Work first, and then rest.

(Note: In English words, the "q" is always followed by "u".)

Rhythm Drill 17-A

qupra; weiodk qupra; weiodk qupra; weiodk qu pr

fafecf j;ji,j fafecf j;ji,j fafecf j;ji,j fc j,

wawbwc o;ono, wawbwc o;ono, wawbwc o;ono, wawbwc

(Write slowly. Have a well-sustained rhythm.)

LESSON 18

Technique is the perfection of movements at the machine. Constantly work toward the ideal of perfection in all machine movements, for the development of technique is the most important phase of the work in Part I. Therefore, review inserting of paper, use of paper release, use of line space lever, control of space bar, home key position, names of fingers, relative position of key above and key beneath home key, left and right marginal stops. Note that on the Remington typewriter the left final marginal stop should be used only when running a double margin on left. Set the right final marginal stop four spaces to the right of right marginal stop.

Drill 18

DIRECTIONS: Side margins, 10 and 70. Spacing, single. Write each line twice. Double space between groups.

please prompt occupy report employ accept please prompt
company receipt opinion request appoint without company
question possible surprise complete separate question
stop copy help quit part deep soap plan keep ship stop

Exercise 18

DIRECTIONS: Side margins, 10 and 70. Spacing, single. Write each line twice. Double space between groups.

Dependability is the real key to success.

Good luck will help a man over the ditch if he jumps hard.

It is only in action that we have the power to grow.

No one is too poor to help enrich the lives of others.

The secret of success is constancy of purpose.

Control of “#” and “’”

The number sign (#) is the shift of “3” and is controlled by the *d* finger. The apostrophe (') is the shift of “8” and is controlled by the *k* finger. These reaches have already been definitely established through the drill on controlling the figures “3” and “8”. The individual reach is exactly the same; in controlling the number and apostrophe, however, the opposite hand must depress the shift key while the controlling finger is striking the key controlled. Pictures showing the control of the “\$” and “&” are given in Illustrations Nos. 26 and 27. Carefully observe the position of the hand controlling the shift key, and remember that the shift key is not released until after the key stroke has been completed.

Location Drill 18-A

fr4f ju7j fr\$f ju&j fr\$f ju&j fr4f ju7j fr4f ju7j
de3d ki8k de#d ki'k de#d ki'k de#d ki'k de3d ki8k
fr4f ju7j fr5f jy6j de3d ki8k fr\$f ju&j de#d ki'k

The new need is for this eternal form of leadership. It is in the development and application of moral and spiritual forces. The dull world still waits to be rightly educated. The world waits for those who shall win for it industrial and social freedom. Men have fought and competed long enough. Who will wisely show them how to cooperate? The world cries earnestly for those who shall show it how to use and enjoy its wealth. It waits for the great leaders who shall cleanse away its vile slums and recreate its cities in beauty. It waits for mighty statesmen who shall bind the jealous nations into a commonwealth of mankind. It longs for those who shall teach it the secret of happiness. It is growing tired of coarse, gross, selfish, partial material forms of civilization. It waits for real and complete civilization; it waits for leaders who shall embody in art, in literature, in institutions, in industry, in business, throughout all human society the beautiful and commanding law of love.—Dole

67
136
205
274
334
400
469
542
611
679
756
830
900
969
1017

Including an Affidavit of Claim

Correspondence between Sowersby Collection Agency, The Jellico Coal Mining Company and Joseph F. Woodley. The affidavit of claim is to be written on legal paper. You will observe that an affidavit of claim is a statement sworn to before a notary public, setting forth in legal form a claim upon which suit is to be instituted.

Outgoing Letter 1

st louis mo [two days previous to current date] mr joseph f woodley 3389 princeton street st louis mo dear sir the jellico coal mining company has placed in our hands for collection a note for \$85.00 this amount has been duly demanded no part thereof has been paid and it is now due and owing to the said jellico coal mining company you are hereby notified that unless you remit in full on or before [fifteen days from date of letter] you will force us to bring legal proceedings against you without further notice to recover the amount of the claim with accrued interest together with the costs and disbursements of the action you have had due notice and will be responsible for the consequences of your failure to comply with this demand yours truly the sowersby collection agency franklin p sowersby manager

pany with the understanding that it was in first-class condition and that it would receive a new coat of paint as soon as the company painter had time to put it on. The agreed price for the runabout was \$185, of which amount \$100 was to be paid by my securing a certain amount of business for the company on my trips around this section of the state in behalf of my own company. I secured the necessary amount of business on these trips but I have not paid the note because I discovered that the runabout was not mechanically perfect as it was represented. To be, nor has it received the coat of paint promised although I have asked several times that this be done. I am writing this for your information in order that there may be no misunderstanding in regard to the matter. Yours truly, Joseph F. Woodley. (Transcribed by POM.)

Incoming Letter from Mr. Woodley

The Sowersby Collection Agency, Federal Bank Building, St. Louis, Mo. Gentlemen: Your letter in regard to my note, held by the Jellico Coal Mining Company, was no great surprise. About a year ago I bought a secondhand Ford runabout from this com-

Outgoing Letter to the Jellico Coal Mining Company

[Type the date line and the address to accord with the foregoing letters.]

gentlemen we have just received a letter from mr joseph f woodley in which he says that the ford runabout in question was not in the

LESSON 19

Drill 19

DIRECTIONS: Side margins, 15 and 65. Spacing, single. Write each line twice.
Double space between groups.

f4f j7j f5f j6j d3d k8k f4f j7j d3d k8k f5f j6j

fr\$fr ju&j de#d ki'k de#d ki'k fr\$fr ju&j de#d ki'k

Exercise 19

DIRECTIONS: Margins, 20 and 60.

The sum of 13 and 47 and 8 and 5 is 73. (Make the figure reach a "touch," reach. Keep the eyes on the copy.)
46 plus 5 minus 6 added to 31 is 76.

We have your letter of January 14.

Your order #147 will be shipped today.

(Change margins to 15 and 65.)

There is no price too dear to pay for perfection.
Help yourself by making a fine art of your work.
The man who loses his opportunity loses himself.

Drill 19-A

perhaps capture purpose develop perfect provide
private inspect present attempt prepare stopped
probably question support property position quit
practical September complaint represent important

Supplementary Words and Sentences.

The words given below are the second fifty most frequently used words, as compiled from the Ayres List of 1,000 Most Frequently Used Words. The first fifty most frequently used words are given on page 32.

do	any	may	good	take	after	think
go	can	now	here	them	thank	might
no	day	our	just	what	about	truly
up	him	say	last	then	their	other
	its	out	make	time	could	
		sir	over	when	thing	please
		two	send	than	house	letter
		who	more	week	write	should
			some	work		

It is the duty of a man to do me a turn if he can and he is to do so.
We will make shipment of your last order within a day or two.
He said that he could not send the check for the entire amount.
We thank you for your letter of March 8, enclosing check for \$381.47.
It is a very fair sample of the type of work he has been doing.
They thought that the material had been shipped already.

Including Form Collection Letters and Statements

Correspondence between the Jellico Coal Mining Company and four delinquent debtors. The same letter is to be written in each case but you are to change the amounts due to agree with the statements. Prepare statements to accompany each letter. (See page 161 for statement form.)

Data for the Statements

Union Transfer Company, Corner Falls and Grant Streets, St. Louis, Mo.: [*Purchases dated the first day of the seventh, sixth, fifth, and fourth months previous to the current month, in the order given.*] 105 tons of lump coal at \$5.11, \$536.55; 21 tons nut coal at \$5.00, \$105.00; 40 tons pea coal at \$5.00; \$200.00; 20 tons of egg coal at \$5.00, \$100.00; total, \$941.55. Johns' Quarry Company, 7001 River Street, St. Louis, Mo.: [*Purchases previous to the tenth of the fifth and fourth months screened nut at \$5.06 a ton, \$45.54; 43 tons of pea coal at \$5.00, \$215.00; total, \$260.54.*] Big Four Coal Company, Missouri Avenue, St. Louis, Mo.: [*Purchase made the twentieth day of the fourth month preceding current month.*] 20 tons of mixed coal at \$4.18 a ton; total, \$83.60. Prospect Coal Company, 5678 Maple Street, St. Louis, Mo.: [*Purchases dated the fifteenth of the sixth, fifth, and fourth months preceding the current month.*] 16 tons of lump coal at \$5.29 a ton, \$84.64; 40 tons nut coal at \$5.00, \$200.00;

20 tons pea coal at \$5.00, \$100.00; total, \$384.64.

Letter

St. Louis, Mo., [*current date*]. Union Transfer Company, Corner Falls and Grant Streets, St. Louis, Mo. Gentlemen: The enclosed itemized statement indicates that your account of \$941.55 is much overdue. If you can not settle this account in full, we are willing to accept an immediate payment of one-quarter the total amount and three monthly payments for the balance. If you do not care to make the monthly payments, kindly let us have your note for the full amount, due sixty days from today. As we have permitted the account to run much longer than is customary, it will be necessary for us to place it in the hands of the Sowersby Collection Agency if it is not taken care of satisfactorily on or before [*fifteen days from current date*]. Very respectfully yours, The Jellico Coal Mining Company, James L. Fletcher, General Sales Agent.

BUDGET LVI

Corrective Drill

fanciful forefinger fireproof fiftieth far-off frightful fortify
fourfooted forefather fateful forgetful football forfeit fifteen
gingham grasping ginger grating glancing geography geologist
grudgingly gorgeously genealogy grizzled gurgling exaggerating
great-hearted good-natured goose-quill ground-floor guide-book

Sentence Practice

The great end of life is not knowledge but action.
One thorn of experience is worth a whole wilderness of warning.
Genius does what it must, talent does what it can.
Toil is the law of life and its best fruit. He conquers who endures.
Hard work, intelligently directed, always produces results.

You have had frequent commands to "hold the eyes on the copy." If you have followed these definite instructions, you have formed one of the correct habits most essential in the development of skill in typewriting. Holding the eyes on the copy will assist you to avoid breaks in the continuity of your work at the machine, and will eliminate the possibility of losing your "place."

Listen for the bell. When it rings, complete the word you are writing before throwing the carriage.

Do all of your work intelligently and accurately. Create within yourself the desire to successfully master the particular problem presented in the drill or the exercise. Constantly check your procedure in order that you may form the habits which will aid you in all future work at the machine.

Drill 20

DIRECTIONS: Margins, 15 and 65. Top margin, one and one-half inches. Spacing, single. Write each line twice. Double space between groups.

fr4 ju7 fr5 jy6 de3 ki8 fr\$ ju& de# ki' fr5 jy6
 f4f j7j f5f j6j d3d k8k f\$f j&j d#d k'k f5f j6j
 fff jjj frf juj ftf jyj fgf jhj fvf jmj fbf jnj
 ddd kkk ded kik ded k,k sss lll sws lol aqa ;p;
 aqa ;p; sws lol ded kik frf juj ftf jyj fvf jmj

Exercise 20

DIRECTIONS: Margins, 15 and 65. Top margin, one inch. Spacing, single. Write each line three times. Double space between groups.

They can conquer who believe they can.
 The lofty oak from a small acorn grows.
 Learn to write well, or not to write at all.
 Everyone is the architect of his own fortune.
 Few things are impossible to diligence and skill.

Word Drill 20-A

but may who did let for put say but the may for
 when paid them quit from time very this whom by
 publication disappoint application responsible
 newspapers particular importance population

Incoming Letter

[Type the date line and the address to accord with the preceding letter.]

My dear Mr. Morton: It seems to me that something ought to be done about the large amount outstanding over 90 days. If you have not yet had anything definite, I believe it would be well to send a second letter telling the firms concerned that we shall place their accounts in the hands of a collection agency unless they make some attempt to settle. I dislike this way of getting people

to settle their accounts, but it seems this time there is no other way to accomplish results. In regard to young Woodley, I think we should place his account with the agency immediately. We have been more than lenient with him and he certainly ought to be made to pay the amount he agreed to pay. I shall be home next week for sure, and shall be glad to relieve you of this disagreeable piece of business if you prefer to have me do it. Yours truly, *James L. Fletcher*. (Transcribed by EAD.)

BUDGET LV

Corrective Drill

eagerness eccentric eminent eloquence eighteen external engineer European energetic esteemed essence excursion essential elements efficiency elaborately electioneer effectively enfeebled eyelet envelope exceeded exercise entreated exchequer entertainments eye-tooth even-handed ear-ache earth-work eye-witness edge-tool

Sentence Practice

(Sentences emphasizing same two-letter combinations.)

A commander commissions a commissioner to commence communication.

Pardon a partial paraphrase of the paragraph by parliament.

Discontinue discordant discourse, discard disconsolate discontent.

The transaction transferred the translation of the transcript.

Advise an adverse adversary to advertise his adversity.

Paragraph Practice

STROKES

The business of life is easy or hard according to the skill or the lack of skill displayed in production and distribution. It has been thought that business existed for profit. That is wrong. Business exists for service. It is a profession, and must have recognized professional ethics, to violate which declasses a man. Business needs more of the professional spirit. The professional spirit seeks professional integrity, from pride, not from compulsion. The professional spirit detects its own violations and penalizes them. Business will some day become clean. A machine that stops every little while is an imperfect machine, and its imperfection is within itself. A body that falls sick every little while is a diseased body, and its disease is within itself. So with business. Its faults, many of them purely the faults of the moral constitution of business, clog its progress and make it sick every little while. Some day the ethics of business will be universally recognized, and in that day business will be seen to be the oldest and most useful of all the professions.—Henry Ford

Drill 21

do you, he can; on the, by you; at our, for it;
for us; to the, of you; as the, if you; it was;
we may; if not, of its; he did; on our, and in;
from the; have you, we could; it would, from you;
does not: had been, to serve, you know; shall be;

Exercise 21

That which is good to be done can not be done too soon.

(Space twice
after the
colon.)

Do noble things, not dream them all day long.

"x" is beneath "s" and is controlled by the *s* finger. In making the reach for the control, curve the fingers but retain the original hand position. Extend the *s* finger somewhat in advance of the other fingers and give a quick, forceful blow directed to the center of the key. Snatch the finger away from the key to the palm of the hand, returning the finger to its home key position immediately. Let the *f* finger remain in its home key position. This will act as a guide in bringing the fingers back to their regular positions.

Location Drill 21-A

sxs 1.1 sws lol sxs 1.1 fgf jhj aqa ;p: sxs 1.1

Outgoing Letter

st louis mo [use current date] mr james i
fletcher 756 atlantic avenue miami fla my
dear mr fletcher the accounting department
has just sent over the report of thatcher &
heasley certified public accountants who have
examined our books according to our yearly
custom i am a little uneasy about the large
amount due over ninety days i am enclosing a
copy of the statement just completed from
these reports and wish you would go over it
what do you think of the advisability of
allowing these accounts to run along indef-

nately as they seem to be doing i have writ-
ten to each of these companies suggesting that
they give their notes for the amounts due but
as yet i have not received their answers do
you think it would be wise to place the
accounts long past due in the hands of the
sowersby collection agency what are we going
to do about the money that young woodley
owes us on the secondhand ford that we sold
to him last year i hope the progress you re-
ported in your last letter is continuing and
that we shall soon have you back with us
again yours very truly c m morton manager
the jellico coal mining company

Statement of Amounts Due from Trade Debtors

Steelton Coal Company: total amount, \$3,651.50; \$729.00 of which is due under 30 days; \$1,624.50, due over 30 and under 60 days; \$1,298.00, due over 60 and under 90 days. Jackson Coal Company: total, \$2,427.28; \$862.31 of which is due over 30 and under 60 days; \$418.20, over 60 and under 90 days; and \$1,146.77, over 90 days. Illinois Quarry Company: total, \$1,816.50; under 30 days, \$620.54; over 30 and under 60 days, \$1,195.96. Missouri Coal Company: total, \$3,116.00; over 30 and under 60 days, \$2,327.00; over 60 and under 90 days, \$789.00. Union Transfer Company: total amount, \$941.55; over 90 days, \$941.55. Calumet Coal Company: total amount, \$4,321.60; under 30 days, \$2,218.50; over 30 days and under 60, \$2,103.10. New York Stone Company: total amount, \$118.00; over 30 and under 60 days, \$118.00. Johns' Quarry Company: total amount, \$260.54; over 90 days, \$260.54. Phoenix Quarry Company: total amount, \$300.21; over 30 days and under 60 days, \$300.21. Maine Granite Company: total amount, \$8,816.22; under 30 days, \$654.26; over 30 and under 60 days, \$1,218.46; over 60 and under 90 days, \$6,943.50. Big Four Coal Company: total amount, \$83.60; over 90 days, \$83.60. Acme Construction Company: total amount, \$212.40; over 90 and under 60 days, \$212.40. Maclean Construction Company: total amount, \$1,315.25; over 30 and under 60 days, \$614.26; over 60 and under 90 days, \$700.99. Pennsylvania Railroad Company: total amount, \$214.21; under 30 days, \$214.21. Baltimore Railroad Company: total amount, \$376.29; under 60 and over 30 days, \$376.29. Illinois Central Railroad Company: total amount, \$484.00; under 30 days, \$262.00; over 30 and under 60 days, \$222.00. Erie Improvement Company: total amount, \$111.16; under 30 days, \$81.23; over 60 and under 90 days, \$29.93. East St. Louis Improvement Company: total amount, \$88.40; over 30 and under 60 days, \$88.40. H. B. Joyce Drug Company: total amount, \$476.20; over 30 and under 60 days, \$179.69; over 60 and under 90 days, \$83.27; over 90 days, \$213.24. Carson Wrecking Company: total, \$316.70; over 60 and under 90 days, \$316.70. Moyer Construction Company: total \$150.40; under 30 days, \$150.40. Jones Bros. & Company: total, \$102.00; under 30 days, \$102.00. Automobile Supply Company: total, \$816.84; under 30 days, \$327.63; over 30 and under 60 days, \$84.27; over 60 and under 90, \$76.40; over 90 days, \$328.54. City of Chicago: total, \$156.20; over 30 and under 60 days, \$156.20. City of Springfield: total, \$816.90; under 30 days, \$416.90; over 60 and under 90 days, \$400.00. City of St. Louis: total, \$2,462.22; under 30 days, \$2,462.22. United States Steel Company: total \$5,321.43; under 30 days, \$2,324.63; under 60 days and over 30, \$2,996.80. Union Mining Company: total, \$2,846.27; over 30 and under 60 days, \$2,846.27. Silver Mining Company: total, \$2,376.40; under 30 days, \$1,342.26; over 60 and under 90 days, \$1,034.14. Prospect Coal Company: total, \$384.64; over 90 days, \$384.64. Total amount due, \$44,880.91; under 30 days, \$11,904.78; over 30 and under 60 days, \$17,526.12; over 60 and under 90 days, \$12,091.13; over 90 days, \$3,358.88.

LESSON 22

Drill 22

DIRECTIONS: Margins, 15 and 65. Spacing, single. Write each line twice. Double space between groups.

af^r4f ;ju7j af^r5f ;jy6j ade3d ;ki8k af^r\$f ;ju&j
afwsf ;jolj afsxf ;jl.j afsxf ;jl.j afwxf ;jo.j
aqa ;p; wsx ol. edc ik, rf^v ujm tgb yhn wsx ol.

Exercise 22

DIRECTIONS: Margins, 15 and 65. Write each line twice. Double space between groups.

boy the fix may tax for six you had box mix fox
next most able give next hope been very much
extra program expect important except express

The sum of \$51.38 and \$73.36 and \$14.13 is \$138.87.

The mould of a man's fortune is in his own hands.

'Tis growth, not accumulation, that makes man great.



Illustration No. 30 Reach to "z" and "p"

The "z" is controlled by the *a* finger. The diagonal (/) is controlled by the ; finger. In making the reaches, curve the fingers and give a quick, decisive blow. Avoid moving the position of the hand. The reach is a **finger** reach, and not a hand movement.

Location Drill 22-A

f^vf jmj sxs l.l f^bf jnj aza ;/; aza ;/; aza ;/;
f^tf jyj sws lol aqa ;p; ded kik aza ;/; aza ;/;
qaz p;/ wsx ol. edc ik, rf^v ujm tgb yhn qaz p;/

of the first part, to assume the payment of the note in favor of the Merchants' National Bank of St. Louis, dated the [use correct date], with interest at 6% from date, for the sum of \$600.00; the account owing to the Coal Creek Coal Company, St. Louis, dated the [use correct date], for the amount of \$700.76; the account owing to the Jellicoe Coal Mining Company, St. Louis, dated the [use correct date], for the amount of \$523.40; the account owing to the Calahan Coal Company, St. Louis, dated the [use correct date], for the amount of \$356.30; and the account owing to the Barber Coal Company, St. Louis, dated the [use correct date], for the amount of \$819.54. (Paragraph.) IN WITNESS WHEREOF, The parties to these presents have hereunto set their hands and seals, the day and year first above written.

----- (SEAL)

Signed, sealed and delivered (SEAL)
in the presence of -----

BUDGET LIV
Corrective Drill

deaden demand dowdy drudge dented dappled descend deranged died
devoted discord divide dwindle dungeon dedicate demented deeds
decadent discredit despondent dependent deductions displeased
dissipated deservedly defendant disdained disagreed disadvantage
date-palm day-dream deep-laid drawing-room dressing-case dead-set

Sentence Practice
Joe packed my sledge with five boxes of frozen quail.
Zack's fine ax just cut my very low spreading quince bush.
James quickly pulled five box cars with a young zebra.
The bad major will fix a quiet cozy nook for the vexed gipsy.
John Zibandy saw the quick vamp fixing the trapeze.

Paragraph Practice	STROKES
Aim at the unattainable. Do not be deterred by any consideration	66
save those that determine health and happiness. If obstacles are in	135
your way remove them; gently, if possible, for bruises last in memory.	206
If you can not remove the obstacles, destroy them; if unable to	270
destroy, go over them; if that is impossible, go around them, even	337
though you retreat to do so. The one thing to remember is your	401
object, the one goal to reach is your object. Let nothing stop you	469
and if you will it so nothing can, save temporarily. My motto is	535
"Me Collego ut Caedam"—perhaps it will profit you to also say	598
"I draw back only that I may strike."—Guy Carleton Lee	654

Including a Tabulated Statement of the Amounts Due from Trade Debtors
Correspondence between Mr. James L. Fletcher and Mr. C. M. Morton of The Jellicoe Coal Mining Company relative to past due accounts. The first letter is accompanied by a tabulation of accounts showing the amounts past due for different periods. Before attempting to make a type-written copy prepare a rough pencil draft to assist you in your work. Use main and column headings. Verify all totals. Date the statement as of the last day of the preceding month.

LESSON 23

Arrange the drills and exercises in this lesson so that the margins will be equal.
Determine your own machine adjustments.

Drill 23

size move they lazy past quit next size them
dozen expect citizen question organize dozen
organization experimental citizenship organize
it will be; this is the, I shall be; that it is;
at this time; in this case, we trust that; if it is

Exercise 23

in the future; hear from you, Yours very truly,
at the present time, under separate cover; I do not
we are sending you, by return mail; it must be,

Never promise more than you can perform.

No one knows what he can do till he tries.

Be sure you are right, then go ahead.

Habits are at first cobwebs, at last cables.

The quick brown fox jumps over a lazy dog.

(Alphabetic sentence.)



Illustration No. 31 Reach to “-” (hyphen)

The hyphen (-) is the end key at the right in the top row of the keyboard. It is controlled by the ; finger. Make the reach by moving the ; finger somewhat to the right and forward. Do not move the forearm.

Location Drill 23-A

af;j;p-;p-j af;j;p-;a;-;j-j;j-j;j

\$1,636.80. Schedule 3—Notes Payable: Note in favor of Merchants National Bank, [dated the tenth day of the preceding month], with interest at 6% from date, \$600.00. Schedule 4—Accounts Payable: Coal Creek Coal Company, St. Louis, [dated the twelfth day of the preceding month], 2/30, n/60, \$700.76; Jellicoe Coal Mining Company, St. Louis, [dated the fifteenth day of the preceding month], 2/15, n/30, \$523.40; Calahan Coal Company, St. Louis, [dated the twenty-third day of the preceding month], 2/30, n/60, \$356.30; Barber Coal Company, St. Louis, [dated the eighteenth day of the preceding month], 2/30, n/60, \$819.54; Total, \$2,400.00.

Bill of Sale

KNOW ALL MEN BY THESE PRESENTS, That Samuel T. French of Los Angeles, California, of the first part, for and in consideration of the sum of twenty thousand five hundred dollars (\$20,500.00), lawful money of the United States, to him in hand paid, at or before the ensuealing and delivery of these presents, by Engel & Crawford Company of St. Louis, Missouri, of the second part, the receipt whereof is hereby acknowledged, has bargained and sold, and by these presents does grant and convey unto the said party of the second part, his executors, administrators and assigns, the coal business described in the following schedules: [Tabulate.] Merchandise: 885 Tons Lump Coal @ \$4.10, \$3,628.50; 895 Tons Slack Coal @ \$3.50, \$3,132.50; 863 Tons Nut Coal @ \$3.70, \$3,193.10; 807 Tons Egg Coal @ \$4.80, \$3,873.60; 550 Tons Anthracite Coal @ \$7.80, \$4,290.00; Total, \$18,117.70. Accounts Receivable: J. W. Blackmore, 1219 Park Avenue, St. Louis, \$172.80; W. E. Drummond, 2864 Boyles Avenue, St. Louis, \$163.40; Knight Foundry and Machine Company, 216 Johnson Avenue, St. Louis, \$292.66; J. M. Waterford, 419 North Third Street, St. Louis, \$85.32; E. H. Danbury, 521 Fourth Street, St. Louis, \$922.62; Total, \$1,636.80. Delivery Equipment: Delivery Truck, \$700.00. Office Equipment, \$300.00. (*Paragraph.*) TO HAVE AND TO HOLD the same unto the said party of the second part, his executors, administrators and assigns forever. And he does, for his heirs, executors and administrators, covenant and agree to and with the said party of the second part, to warrant and defend the sale of the said coal business hereby sold unto the said party of the second part, his executors, administrators and assigns, against all and every person and persons whomsoever. (*Paragraph.*) IN WITNESS HEREOF, The party of the first part has hereunto set his hand and seal this twenty-eighth day of February, one thousand nine hundred and twenty-seven (1927).

(SEAL)

Signed and Delivered
in the Presence of

City of Los Angeles }
State of California } ss.

On the twenty-eighth day of February in the year one thousand nine hundred and twenty-seven (1927) before me personally came Samuel T. French, to me known, and known to me to be the same person described in and who executed the within bill of sale, and he acknowledged to me that he executed the same.

Notary Public

Contract

Made and concluded the [use correct date], by and between Samuel T. French, of the City of Los Angeles, and State of California, party of the first part, and Engel & Crawford Company, of the City of St. Louis, and State of Missouri, party of the second part, in these words: The said party of the second part covenants and agrees to and with the said party

LESSON 24

The location of the tabular key is different on all machines. In the illustrations given below, the proper control is shown. You will notice that on the L. C. Smith, Illustration No. 32, the control is with the *d* finger of the left hand, leaving the *f* finger free to control the second of the tabular group of keys. On the Remington No. 12, new model, Illustration No. 33, the tabular key is controlled by the *a* finger. On the Remington No. 11, with the self-starting device, the key should be controlled with the same finger as shown in the L. C. Smith illustration. On the Underwood, Illustration No. 34, the tabular key is controlled with the *;* finger. On the Royal, the tabular key has practically the same location as the Underwood and is controlled with the *;* finger.

"Tabular Key" Controls

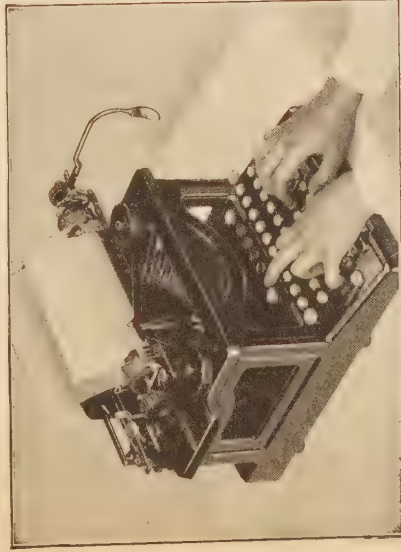


Illustration No. 32
Reach to Tabular Key—L. C. SMITH

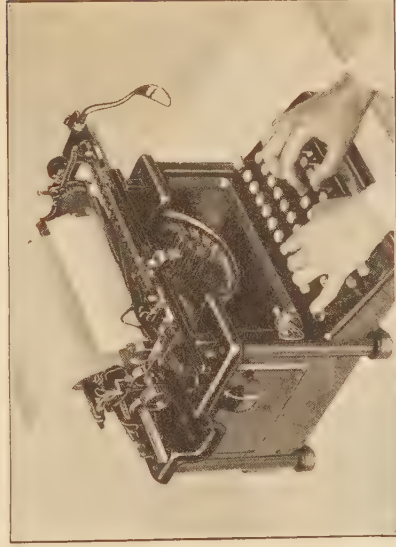


Illustration No. 33
Reach to Tabular Key—REMINGTON

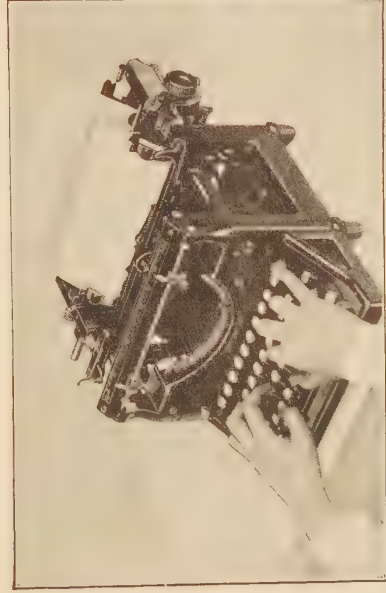


Illustration No. 34
Reach to Tabular Key—UNDERWOOD OR ROYAL

The first use to be made of the tabular key is that of indenting for paragraphs.

Drill 24

- a. Adjust the line space lever for double spacing.
- b. Set margins for 15 and 65.
- c. Set first tabular stop at 20.
- d. Assume the correct position at machine.
- e. Depress tabular key.
- f. Throw the carriage.
- g. Set tabular stop at 25.
- h. Depress tabular key.
- i. Throw the carriage.

wages can not be paid unless the workmen earn them. Their labor is the productive factor. It is not the only productive factor—poor management can waste labor and material and nullify the efforts of labor. Labor can nullify the results of good management. But in a partnership of skilled management and honest labor, it is the workman who makes high wages possible. He invests his energy and skill, and if he makes an honest, wholehearted investment, high wages ought to be his reward. Not only has he earned them, but he has had a big part in creating them.

It ought to be clear, however, that the high wage begins down in the shop. If it is not created there it can not get into pay envelopes. There will never be a system invented which will do away with the necessity of work. Nature has seen to that. Idle hands and minds were never intended for any one of us.—Henry Ford

405
475
542
610
678
747
810
879
908
974
1047
1113
1180
1231

Including a Bill of Sale and a Contract

Correspondence between the Engel & Crawford Company and Mr. Samuel T. French relative to the purchase of a coal business. With the letter written for Mr. French you will prepare a bill of sale and a contract, both of which are to be written on legal paper.

Outgoing Letter

st louis mo [current date] mr samuel t french
87 bonnie brae street los angeles calif dear
sir mr john h crawford of springfield missouri and i have decided to purchase your coal business the new firm is to be known as the engel & crawford company mr b e thacher has determined the net worth of the business to be \$17500.00 if we assume the liabilities of the business and take over the accounts receivable at their estimated value will you please send a bill of sale to me or to mrs french to be delivered to me immediately upon its receipt a check for the balance of the purchase price will be sent you yours truly martin j engel manager engel & crawford company

Incoming Letter

[Type the date line and the address to accord with the foregoing letter.]

Gentlemen: I am enclosing signed copy of the bill of sale and a contract to be signed by you, in which you assume the payment of the note that I gave to the Merchants National Bank and the four accounts that I owe to the Coal Creek Coal Company, the Jellicoe Coal Mining Company, the Calahan Coal Company and the Barber Coal Company, respectively. Will you please return this contract when you send your check? I appreciate to the fullest extent your promptness in completing this transaction. Very truly yours, Samuel T. French.

Financial Statement of Samuel T. French, Twenty-sixth and Emerson Streets, St. Louis, Mo. Balance Sheet: Assets: Accounts Receivable, \$1,636.80 Mde. Inventory, \$18,117.70; Delivery Equipment, \$700.00; Office Equipment, \$300.00; Total Assets, \$20,754.50. Liabilities: Notes Payable, \$600.00; Accounts Payable, \$2,400.00; Accrued Interest Cost, \$4.50; Reserve for Bad Debts, \$250.00; Total Liabilities, \$3,254.50. Capital: Samuel T. French, Capital, \$17,500.00; Total Liabilities and Capital, \$20,754.50.

Schedule 1—Mde. Inventory: 885 tons lump coal, \$4.10 per ton, \$3,628.50; 895 tons slack coal, \$3.50 per ton, \$3,132.50; 863 tons nut coal, \$3.70 per ton, \$3,193.10; 807 tons eggs coal, \$4.80 per ton, \$3,873.60; 550 tons anthracite coal, \$7.80 per ton, \$4,290.00; Total, \$18,117.70. Schedule 2—Accounts Receivable: J. W. Blackmore, 1219 Park Ave., St. Louis, \$172.80; W. E. Drummond, 2864 Boyles Ave., St. Louis, \$163.40; Knight Foundry and Machine Company, 216 Johnson Ave., St. Louis, \$292.66; J. M. Waterford, 419 North Third St., St. Louis, \$85.32; E. H. Danbury, 521 Fourth St., St. Louis, \$922.62; Total,

Spacing Instructions

Space once after the comma, the semi-colon, and after the period when used with an abbreviation. Space twice after the colon, and after the period at the end of a sentence.

The hyphen is used at the end of a line to indicate the division of a word. When the bell rings, it is a warning that there are approximately seven more spaces before the carriage locks. If writing a word of one syllable when the bell rings, complete the word, then start a new line. If writing a word of more than one syllable, when the bell rings complete the syllable, strike the hyphen (-) once, throw the carriage, and complete the word on the next line. **Do not lift the eyes from the copy.**

The dash is made with two hyphens, spacing neither before nor after.

Exercise 24

DIRECTIONS: Margins, 15 and 65. First tabular stop, 25. Top margin, one inch. Spacing, double. Write the exercise twice.

The sum of wisdom is that the time is never lost that is devoted to work.—Emerson (17-82)

The men who prove themselves to be miracles of genius, have first been miracles of labor. (16-91)

Success or failure in business is caused more by mental attitude even than by mental capacities.—Walter Dill Scott (19-115)

Make your chart before you start. Know what you're after before you start out for it. —Herbert Kaufman (18-104)

(Do not copy the figures at the ends of the paragraphs. They represent the total number of words and strokes respectively.)

(Do not look up when the bell rings.)

SUPPLEMENTARY WORD, PHRASE, AND SENTENCE DRILL

await
folks
black
honor
guess
refer
pound

second	session	decision	you did
member	tonight	restrain	for the
inform	receipt	vacation	are you
beside	mention	forenoon	from which
wonder	instead	mountain	could be
system	husband	majority	of those
region	command	relative	by which

with that
in any
when the
you can
not only
to take
in our

Genius can never despise labor.

Today is yesterday's plans put in action.

Effort that is not carefully directed is wasted.

We will ship your order #148,356 within the next week.

Nothing worth having ever comes to one without hard work.

The first step toward a position in leadership is preparation.

Work is victory. Wherever work is done, victory is obtained. There is no chance, and no blanks.—Emerson

Everywhere in life, the true question is not what we gain, but what we do.—Carlyle

books closed, and each partner credited with the amount of the gain or debited with the amount of the loss. A statement may be made at such other times as the partners agree upon. (*Paragraph.*) Seventh: Martin J. Engel is to devote his entire time and attention to the business and is not to engage in any other enterprise without the written consent of John H. Crawford. After the first year, John H. Crawford is to give his entire time to the business and is not to engage in any other enterprise without the consent of Martin J. Engel. (*Paragraph.*) Eighth: During the first twelve months Martin J. Engel is to have a salary of \$300.00 a month, the same to be withdrawn at such time or times as he may elect. At the end of the first twelve months, John H. Crawford is to have a salary of \$300.00 a month, the same to be withdrawn at such time or times as he may elect. Neither partner is to withdraw from the business an amount in excess of his salary without the written consent of the other. (*Paragraph.*) Ninth: Martin J. Engel is to have general supervision of the business, place all orders for merchandise, have charge of the books, and sign all business papers, or authorize the bookkeeper to sign for him. At the end of the first twelve months, during which time Martin J. Engel has had sole supervision of the business, John H. Crawford will take entire charge of the coal yards, check all incoming merchandise, and see that this is delivered to the proper places. In addition to the duties outlined, each partner is to attend to such other duties as shall be deemed necessary for the successful operation of the business. (*Paragraph.*) Neither party is to become surety or bondsman for any one without the written consent of the other. (*Paragraph.*) In Witness Whereof, the parties aforesaid have herunto set their hands and affixed their seals on the day and year above written. *Martin J. Engel (SEAL). John H. Crawford (SEAL).*

BUDGET LIII

Corrective Drill

calculate capacity certificate caustic checker clerical chicken
 classical circumspect circumstance classification characteristic
 communicate compunction collection commence conscience conceals
 conspicuous consequence concentration connective confidence
 circuit chance clock clinic cancer concert circle cascade Celtic

Sentence Practice

Hold fast to the good, the true, and the enduring in life.
 One must either be the master or the creature of his environment.
 The only sure way to make a profit is by rendering a service.
 Handicaps don't keep men from being great; handicaps make men great.
 There was never such a call as now for the right kind of leadership.

Paragraph Practice

If it is right for the manager of a business to try to make it pay
 larger dividends, it is quite as right that he should try to make it pay
 higher wages. But it is not the manager of the business who pays
 the high wages. Of course, if he can and will not, then the blame is
 on him. But he alone can never make high wages possible. High

STROKES

67
 140
 206
 276
 340

LESSON 25

Drill 25

DIRECTIONS: Margins, 10 and 70. Spacing, single. Write each line twice. Double space between groups.

(Alphabet)

abcdefghijklmnopqrstuvwxyz

(Alphabet--Backward)

zyxwvutsrqponmlkjihgfedcba

(Review Drills)

afr4f ;ju7j aft5f ;jy6j ade3d ;ki8k aft5f ;jy6j ade3d ;ki8k

afsdrtf ;jlkuyj afsdvbf ;jlkmnj afsdecf ;jlkij afqaf ;jp;j

afwxf ;jo.j afqzf ;jp/j afxwf ;jo.j afzqf ;jp/pj afwxf ;jo.j

(Rhythm Drill)

kc,d diek sowl s.xl kc,d diek sowl s.xl kc,d diek sowl s.xl

Exercise 25

DIRECTIONS: Margins, 15 and 60. First tabular stop, 20. Top margin, one and one-half inches. Spacing, double. Use the tabular key to indent for the paragraphs. Type the exercise three times.

You can not build a reputation on things
you are going to do.—James J. Hill (16-76)

The secret of happiness is not in doing what
one likes, but in loving what one has to do.
—James M. Barrie (22-107)

Greatness comes only to those who seek
how to overcome obstacles, not how to avoid
them.—Roosevelt (17-99)

"p" Control

The interrogation mark (?) is the shift of the comma key on the L. C. Smith, the Royal, and the Underwood typewriters, and is controlled by the *k* finger. On the Remington, the interrogation mark is the shift of the diagonal key (/), and is controlled by the ; finger. Two spaces always follow the interrogation.

Location Drill 25-A

You can climb—but will you?
Are you doing your best work every day?
Have you mastered the control of all letter locations?
Do you use the snatch stroke at all times?
Are you setting up the correct letter-movement habits?

(NOTE: In counting the words and strokes, the author's name is included in the totals for the paragraph.)

Outgoing Letter 1

2007 madison ave st louis mo [two days prior to current date] dear jack samuel t french who has been running a successful coal business in st louis is compelled to sell out on account of the condition of his health he has offered the business to me for \$3000.00 plus the net worth of the business as shown by the balance sheet on the date of sale this will make the total cost about \$22000.00 which is very fair considering the fact that the profits last year were \$8250.30 i have about \$15000.00 that i can realize on at once i could borrow the balance of the purchase price but i should prefer to have you with me as a partner for i believe this business can be built up rapidly the last time i was in springfield you said that you had \$10000.00 that you would like to invest in some profitable business would you like to come in on this venture let me hear from you as soon as possible please martin to mr john h crawford 1086 logan street springfield mo

Incoming Letter

[Type the date line and the address from the foregoing letter.]

Dear Martin: I am glad that you have given me this opportunity to invest in the St. Louis coal yards, especially so because of my complete confidence in your judgment and in your ability to recognize a good opportunity. You realize, of course, that I shall not be able to

give any time to the business for the next eleven months as my contract continues for that length of time. Let me know when you want me to forward my check. Jack.

Outgoing Letter 2

[Type the date line and the address to accord with the foregoing letters.]

dear jack i can not begin to tell you how much i appreciate your confidence in me and your decision to become my partner but i should be glad to have you with me. i have had thatcher certified public accountant has prepared a balance sheet showing the net worth of the business yesterday evening to be \$17500.00 which i consider to be very conservative this makes the purchase price \$20500.00 we should have an additional \$2000.00 in cash for operating expenses if we make equal investments which i assume will be satisfactory with you the amount required from each of us will be \$11250.00 a copy of the balance sheet upon which this price is based is enclosed my stenographer is typing the articles of copartnership that will govern the business two copies are enclosed with this letter for your signature if they meet with your approval please sign them and return one to me i have already signed both i have paid mrs french \$1000.00 to bind the bargain and have taken charge of the business the balance is to be paid upon the receipt of the bill of sale properly signed by mr french it should be received within a week or ten days at the latest martin

Articles of Copartnership

This contract made and entered into on this the [use current date], A. D. 19 , by and between Martin J. Engel of St. Louis, Mo., of the first part, and John H. Crawford, of Springfield, Mo., party of the second part. (Paragraph.) Witnesseth: That the said parties have this day formed a copartnership for the purpose of engaging in and conducting a coal business under the following stipulations which are made a part of this contract: (Paragraph.) First: The said copartnership is to continue for a term of three years from date hereof. (Paragraph.) Second: The business shall be conducted under the firm name of Engel & Crawford Company, at Twenty-sixth and Emerson Streets, St. Louis. (Paragraph.) Third: Martin J. Engel invests \$11,250.00 in cash and John H. Crawford invests \$11,250.00 in cash. (Paragraph.) Fourth: The partnership agrees to assume the lease made by Samuel T. French, from whom this coal business is bought, for the property at 800 Twenty-sixth Street, corner of Emerson, owned by Jacob MacFarland, at a monthly rental of \$150.00, payable in advance. (Paragraph.) Fifth: All profits or losses arising from said business are to be shared as follows: Martin J. Engel one-half; John H. Crawford one-half. (Paragraph.) Sixth: A systematic record of all transactions is to be kept in a double entry set of books which are to be open for the inspection of each partner. On the last day of June and December hereafter, a statement of the business is to be made, the

LESSON 26

Drill 26

DIRECTIONS: Margins, 10 and 70. Spacing, single.

(High frequency words.)

lost went auto wait care town sick post lady club gold
burn date hold near miss down cent play soon read thus
blue foot case land mean busy news hurt need want upon
bank cold find east line nice tell week vote wire seen

Exercise 26

DIRECTIONS: Margins, 15 and 65. Top margin, one and one-half inches. First tabular stop, 20. Spacing, single. Double space between paragraphs.

It is saving, not getting, that is the mother of riches.—Sir Walter Scott (14-75)

Men do not realize how great a revenue thrift is.—Cicero (11-58)

Let every action be directed to some definite object, and perfect in its way.—Marcus Aurelius (16-94)

(Two spaces follow the colon.)

Idleness is emptiness: the tree in which the sap is stagnant, remains fruitless.—Hosea Ballou (15-94)

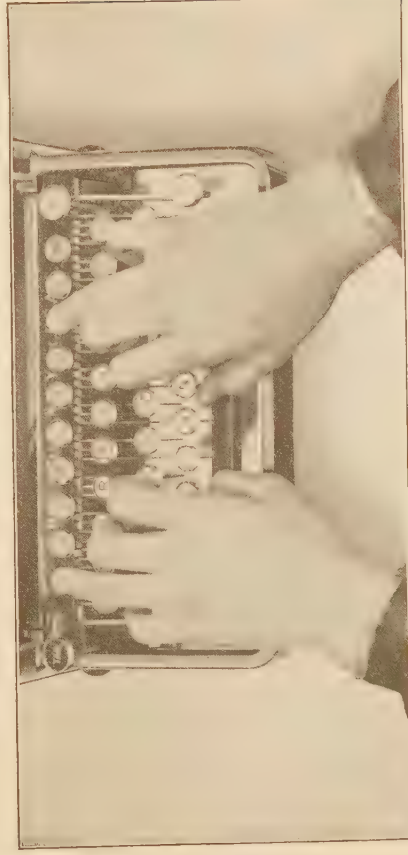


Illustration No. 35 Reach to "2" and "9"

The figure "2" is above the letter "w" and is controlled by the s finger. The figure "9" is above the letter "o" and is controlled by the l finger. Make the reach without twisting the forearm. **Stretch** the finger. Let the f and j fingers be the pivot fingers which will remain at the home key position when the controlling fingers reach for "2" and "9". The other fingers will move with the fingers s and l as they make these reaches.

Location Drill 26-A

f r 4 f j u 7 j f t 5 f j y 6 j d e 3 d k i 8 k s w 2 s l o 9 l s w 2 s l o 9 l
f 4 f j 7 j d 3 d k 8 k f 5 f j 6 j s 2 s l 9 l s 2 s l 9 l f 5 f j 6 j
f 4 j 7 f 5 j 6 d 3 k 8 s 2 l 9 f 4 j 7 f 5 j 6 d 3 k 8 s 2 l 9 f 5 j 6 s 2 l 9

MARTIN J. ENGEL
1000-1002 UNION ARCADE
ST. LOUIS, MO.

FIRE AND ACCIDENT INSURANCE
TELEPHONE FISK 2708

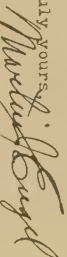
December Twenty-fourth
1927

Dear Jack:

The firm of Brown & Hamilton of this city has gone into bankruptcy. The shelves of this store are stocked with first-class dry goods. Everything is to be auctioned next Friday morning at nine o'clock and the buyer will find himself in position to make a big profit when he sells.

When I was in Springfield last month, you told me that your firm makes a practice of buying at these sales so I am writing to you in case you may want to bring the matter to their attention.

Very truly yours,



Mr. John H. Crawford
1086 Logan Street
Springfield, Mo.

Illustration No. 67. Style Letter No. 8

This style is frequently used for a semi-personal business letter. When the two parties are not well enough acquainted to address each other by their first names, a formal salutation and signature are used.

LESSON 27

Drill 27

DIRECTIONS: Margins, 15 and 65. Write the drill twice.

Is the sum of 15 and 7 and 3 and 8 and 9, 42?

What do 5 and 6, plus 39, divided by 2, equal?

Your order #296,385 comes to a total of \$571.46.

O'Day & Company, 472 W. Main St., Buffalo, N. Y.

13 58 29 47 36 83 96 27 41 56 19 28 43 59 16

Exercise 27

DIRECTIONS: Margins, 20 and 60. Tabular stop, 25. If you write the entire exercise on one sheet of paper, use top margin of one inch. If you write each paragraph on a separate sheet, double space the paragraphs and use the top margins indicated to the left of each paragraph.

(Top margin, one and one-half inches.)

It's the way a man sticks to a thing that marks him as a success or a failure. Many a fellow has won out at the eleventh hour just because he wouldn't let go. Don't be a quitter.

—Farrington (39-193)

(Top margin, two inches.)

This above all—to thine own self be true, and it must follow, as the night the day, thou canst not then be false to any man.—Shakespeare (28-140)

(Top margin, one and one-half inches.)

When you get into a tight place and everything goes against you, till it seems as though you could not hold on a minute longer, never give up then, for that is just the place and time that the tide will turn.—Harriet Beecher Stowe (45-235)

Control of % and _ (Underscore)

The per cent sign (%) is the shift of the figure "5" and is, therefore, controlled by the *f* finger. The underscore (_) is the shift of the figure "6" and is controlled by the *j* finger. The underscore (_) writes under the line of writing, and is used to underscore words, or for the purpose of drawing lines. Strike the underscore (_) with less force than the letter controls. The type is sharper and will more easily cut through the paper.

Location Drill 27-A

fr4f ju7j fr5f jv6j de3d ki8k sw2s lo9l fr5f jv6j

frff ju&j de#d ki'k fr5f jv6j fr%*f* jv_j fr%*f* jv_j

BUDGET LII

Corrective Drill

backbone blackball bumble-bee busy-body buga-boo breakable babble
barbarous blackberry bibliography bombastic bombshell bombardment
blueberry bluebell bribery bookbinder brambles bluebird barbecue
bark bard barn barb bank bang ball balm back babe bail bawl beat
blown blaze brail break buggy bumps byway burst bound birch beaux

Sentence Practice

Industry is a loadstone to draw all good things.—Burton
Failure is only the opportunity more intelligently to begin again.
One of the surest ways to success lies in thoroughness.—Bok
No man in this world ever rightfully gets more than he gives.
Skill to do comes of doing. Nothing is denied well-directed work.

Paragraph Practice

STROKES

My ideal of the successful life is the man who has accomplished
the object for which he set out, to do something that is worthy of a
real American man. Money is often a matter of chance or good
fortune, and is not the mark of a successful life. It is not the thing
that brings a throb of pleasure or a thrill into my life. The captains
of industry do not keep on working for the sake of making money,
but for the love of completing a job successfully.

65
134
196
268
340
405
456
526
595
664
731
794
811

My mark of a successful life is: set out with some definite purpose
in life and accomplish that purpose. There is little that the human
mind can conceive that is not possible of accomplishment. The thing
to do is to make up your mind what you are going to drive for, and
let nothing stand in the way of its ultimate accomplishment.—
Charles M. Schwab

Articles of Copartnership

An agreement called articles of copartnership is a written contract that sets forth the terms
of a partnership as agreed upon by the persons that are to compose the firm. The articles must
show the name under which the partners agree to do business, the amount invested by each partner,
the nature of the business, the duties of each partner, the compensation that each partner is to
receive, the division of the profits, and any other conditions that may be specially agreed upon by
the ones entering upon the partnership.

EXERCISES

The exercises in this budget consist of a series of personal letters, the copy of the Balance
Sheet, and the Articles of Copartnership. In writing the letters use the form shown in Style
Letter No. 8.

LESSON 28

Drill 28

DIRECTIONS: Margins, 10 and 70. Spacing, single.

(Review Drills)

f r v f j u m j f t b f j y n j d e c d k i , k s w x s l o . l a q z a ; p / ; f g j h
f 4 f j 7 j f 5 f j 6 j d 3 d k 8 k s 2 s 1 9 l f 4 f j 7 j f 5 f j 6 j s 2 s 1 9 l
f % f j & j f % f j _ j d # d k ' k s 2 s 1 9 l f 5 f j 6 j f % f j _ j s 2 s 1 9 l

(Rhythm Drills)

q u w i e o t a y ; s l q u w i e o t a y ; s l q u w i e o t a y ; s l
c e d i k , z a v m ; p c e d i k , z a v m ; p c e d i k , z a v m ; p

Exercise 28

DIRECTIONS: Margins, 22 and 60. Spacing, double. Write the exercise three times.

Write the sentence through, then move the carriage back to the word to be underscored. Shift with the left hand and strike the underscore once for each letter in the word which is being underscored. Never underscore the space between words.

Let us enjoy but never destroy.

Our ideals are our possibilities.

Prevention is better than cure.

Do more than you are told to do.

Do you have skill? Then apply it.

(Use Shift Lock, No. 3.
Control it with the little
finger.)

(Space twice after the in-
terrogation.)

Control of Quotation and Left Parenthesis

In typewritten material, we use the same quotation marks to indicate the beginning and the end of a quotation. The quotation marks (") are the shift of the figure "2" and are controlled by the *s* finger. Make the reach by moving the *s* finger straight forward. Hold the *f* finger at the home key position, with the *a* finger free to move with the *s* finger in making this reach. The left parenthesis is the shift of the figure "9", and is controlled by the *l* finger. Make the reach without changing the hand position.

Location Drill 28-A

f 4 f j 7 j f 5 f j 6 j d 3 d k 8 k s 2 s 1 9 l f 5 f j 6 j s 2 s 1 9 l

f % f j & j f % f j _ j d # d k ' k s " s l (l s " s l (l s " s l (l

f 4 j 7 f 5 j 6 d 3 k 8 s 2 l 9 f 4 j 7 f 5 j 6 d 3 k 8 s 2 l 9 s 2 l 9

Schedule 2 — ACCOUNTS RECEIVABLE

W. E. Drummond, 2864 Boyles Ave., St. Louis	\$75.39
J. M. Waterford, 419 North Third St., St. Louis	142.50
Knight Foundry and Machine Company, 216 Johnson Ave., St. Louis	199.65
J. W. Blackmore, 1219 Park Ave., St. Louis	58.20
Total	<u>\$475.74</u>

Schedule 3 — DELIVERY EQUIPMENT

Ford delivery truck	\$750.00
---------------------------	----------

Schedule 4 — INSURANCE UNEXPIRED

Policy No. 58486, Preferred Accident on delivery equipment, [<i>dated the first day of the third month previous to present month</i>], amount, \$500.00, rate per \$1,000.00, \$120.00, unexpired	\$40.00
Policy No. 86432, Aetna Insurance Company, on merchandise, [<i>dated the same time as the preceding policy</i>], amount, \$1,000.00, rate \$15.00, unexpired.	10.00
Total	<u>\$50.00</u>

Schedule 5 — ACCOUNTS PAYABLE

Coal Creek Coal Company, St. Louis	\$705.50
Jellicoe Coal Mining Company, St. Louis	131.70
Calahan Coal Company, St. Louis	215.00
Barber Coal Company, St. Louis	<u>2,785.00</u>
Total	<u>\$3,837.20</u>

SAMUEL T. FRENCH

STATEMENT OF PROFIT AND LOSS

Returns from Sales.....		\$109,750.00
Cost of Mdse. Sold:		
Inventory, December 31.....	\$17,950.00	
Purchases	48,560.00	
Freight In	34,780.00	
Unloading Expense	<u>2,428.25</u>	
Net Cost of Mdse. Purchased.....	\$103,718.25	
Inventory	21,197.30	
Net Cost of Mdse. Sold.....	<u>82,520.95</u>	
Gross Profit on Sales.....	27,229.05	
Operating Expenses:		
Administrative Expense	4,462.00	
Delivery Expense	<u>14,500.00</u>	
Total Operating Expenses.....	<u>18,962.00</u>	
Net Profit from Operations.....	8,267.05	
Other Income:		
Interest Earned	<u>11.62</u>	
Gross Income	8,278.67	
Deductions from Income:		
Interest Cost	<u>28.37</u>	
Net Income	<u><u>8,250.30</u></u>	

Drill 29

DIRECTIONS: Margins, 10 and 72. Spacing, single.
 one 1 two 2 three 3 four 4 five 5 six 6 seven 7 eight 8 nine 9
 dollar \$ and & per cent % underscore _ number # apostrophe '
 quotation " left parenthesis (hyphen - interrogation ?

Exercise 29

DIRECTIONS: Margins, 10 and 70. Spacing, single. Type the complete exercise as shown. Double space between paragraphs.

Think each letter as you write and keep writing. Hold the eyes on the copy. Throw the carriage in one count, and begin writing immediately. It is the continuous writing at a slow, rhythmic speed, that develops the best technique and the best habits of typing. Try to write this entire exercise without a break in the continuity of writing. Release the key quickly.

An Old Greek Proverb: "It is disgraceful to stumble twice against the same stone." What is worth doing at all is worth doing well.



Illustration No. 36 Reach to "0" and "p"

The cipher (0) is above and somewhat to the left of the letter "p". It is controlled by the ; finger. This character belongs to the group of figures and is used only when writing figures. (The location drill is given on page 49.)

Outgoing Letter

2007 madison avenue st louis mo mr samuel
t french 87 bonnie brae street los angeles
calif dear sir after examining your coal yards
at twenty-sixth and emerson streets i believe
that they will be a good investment for me
if your price is not too high mrs french who
was in the office when i was there gave me
some general information regarding the
amount of business done and the profits for
last year if you will let me have copies of
your latest financial statements and will name
the lowest price that you can accept for the
property i will give the matter immediate
consideration i can let you know my decision
within a week from the time i hear from you
very truly yours *martin j engel*

Incoming Letter

[Type the date line and the address to accord
with the foregoing letters.]

Dear Sir: I thank you for your prompt
answer to my letter. Copies of the Balance
Sheet, the schedules accompanying it, and of
the Statement of Profit and Loss are enclosed.
From them you will observe that the net
value of the business at the first of the year
was \$19,010.68 and the net profits, including
my salary, were \$8,250.30. Although the
yards are unusually prosperous, I am willing
to let them go for \$3,000.00 plus the net worth
of the business on the date of sale. This will
make the total price about \$22,000.00. The
net worth of the business will be determined
at my expense by B. E. Thatcher, certified
public accountant, or by any other accountant
mutually acceptable to us. Very truly yours,
Samuel T. French. (Transcribed by RUC.)

SAMUEL T. FRENCH BALANCE SHEET

(Dated the first day of the previous month)

Current Assets:		
Cash		\$376.11
Accounts Receivable		475.74
Mdse. Inventory		21,197.30
Accrued Interest Earned		.83
Total Current Assets		\$22,049.98
Fixed Assets:		
Delivery Equipment		750.00
Total Fixed Assets		750.00
Deferred Charges to Operations:		
Insurance		50.00
Total Deferred Charges		50.00
Total Assets and Deferred Charges.....		<u>\$22,849.98</u>
Current Liabilities:		
Accounts Payable		\$3,837.20
Accrued Interest Cost		2.10
Total Current Liabilities		\$3,839.30
Proprietorship:		
Samuel T. French		19,010.68
Total Liabilities and Proprietorship.....		<u>\$22,849.98</u>

Schedule 1—MERCHANDISE INVENTORY

1,053 tons lump coal	\$4.10 per ton...	\$4,317.30
1,055 tons slack coal	3.50 per ton...	3,692.50
1,075 tons nut coal	3.70 per ton...	3,977.50
1,025 tons egg coal	4.80 per ton...	4,920.00
550 tons anthracite coal	7.80 per ton...	4,290.00
Total		<u>\$21,197.30</u>

The “(” (right parenthesis) is the shift of the cipher (0) and is controlled by the ; finger. To control the right parenthesis, depress the left shift key with the *a* finger, and move the ; finger forward in a diagonal direction. Give a quick, decisive stroke, *snatching* the key toward the palm of the hand.

Location Drill 29-A

aqaf ;p0 ; aqaf ;p0 ; aqAf ;p) ; ;p) ; ;p) ; ;p0 ;

f4j7 f5j6 d3k8 s2l9 aq;0 f\$ j& f% j _ d#k' s"l(a;);

SUPPLEMENTARY SENTENCES

The best work of which I am capable every day: this is my pledge.

I will put my whole thought and effort into the work I am doing.

Forming the correct habits of writing is the first essential.

I will think each letter, hold my eyes on the copy, and write rhythmically.

If others can develop skill in typing, so can I.

The reward of a thing well done is to have done it.

Responsibility walks hand in hand with capacity and power.

ALPHABETIC SENTENCES

Jack followed a quiz given by the pleasant examiner.

A queer zinc box full of Japalac was kindly given to him.

The spy squaw mixed a dozen jugs of black veneer.

A big, lazy quack, highly vexed, came panting forward.

SENTENCES EMPHASIZING THE SAME TWO-LETTER COMBINATIONS

Accept access to an actually accurate account of the accident.

Improper impromptu impressions impart impractical impulses.

Contradict the contrary contractor but control his contribution.

I perceive a perfect perforation is perhaps perfected.

Expect expense if expert experience is expended in experiment.

Preserve the present precision in preparing precepts for practice.

Suppose a superstitious superintendent supervised the superstructure,

A great, greasy Grecian gracefully grasped the granite grate.

The misdirected missile missed the miserable miser.

Assign the assessments to the assistant assessor for assortment.

He interrupted the interpreter in an international interview.

486 Hollywood Avenue
Hollywood, California
January 9, 1927

Mr. Samuel T. French
87 Bonnie Brae Street
Los Angeles, Calif.

My dear Mr. French:

After leaving you yesterday afternoon, it occurred to me that Mr. Martin J. Engel, a young business man of St. Louis, may be interested in the purchase of your coal yards in that city.

You may use my name if you wish when you write to Mr. Engel about the matter.

Cordially yours,

L. C. Mollin

Illustration No. 66. Style Letter No. 7

This style is one used for a semi-personal business letter. Short sheets, $11\frac{1}{2} \times 7\frac{1}{4}$, are acceptable for brief letters of this kind.

were made is shown in detail in a Statement of Profit and Loss. This shows the income from sales, the cost of the goods sold, the gross profit, the expenses and the net profit.

When a person is negotiating for the purchase of a business, he usually secures both a Balance Sheet and a

Statement of Profit and Loss to assist him in judging whether the purchase is advisable. The Balance Sheet shows him the net worth of the business. The Statement of Profit and Loss indicates whether it has been making satisfactory profits in the past. From this information he can judge whether or not he can make a reasonable return on the price asked.

EXERCISES

The exercises of this budget consist of a series of letters and financial statements used in connection with the sale of a retail coal business. In writing the letters use the form shown in Style Letter No. 7.

CHAPTER III

KEYBOARD PRACTICE

Chapters I and II have presented the fundamentals of typewriting and have emphasized the position at the machine and the control of the keyboard. This was the letter-association stage, and close attention was given to the "feel" of the movements required in striking the proper keys. Emphasis was placed upon the fact that the hands must always be held in the same correct position in order that the repetition of the same "feel" in the letter-making movements might establish definite habits of control. Your success in this work depends to a large extent upon the accuracy with which you follow the instructions, and the intelligent interest you have in developing the habits that make for the most definite progress in learning to typewrite.

The purpose of Chapter III is to establish definitely the correct habits which have already been initiated. Repetition is one of the most effective ways of establishing habits. The repetition drills which have been given, have been for the purpose of establishing keyboard controls which will call for only the correct responses in all your work.

Your part in the plan to develop your typewriting skill to its maximum is to give concentrated attention to your work, to establish a **correct** procedure and a **correct** response, in order that the habits may be permanently fixed. Your responses must be absolutely accurate and uniform. If inaccurate responses are permitted in your daily work, they will tend to establish imperfect habits which will definitely interfere with your best progress.

In the work which follows, you will continue to develop correct habits by following the procedure already outlined.

BUDGET I

Exercise 30

DIRECTIONS: Margins, 10 and 70. Spacing, single. Write two lines of each column of words and of each sentence. Double space between groups.

age	bill	began	behind	to put,	in such,	Yours very truly,
lay	wind	allow	assist	by you;	must be;	of this kind,
war	free	press	person	of the;	we take,	should not be,
off	loss	enter	friend	I will,	to come,	
bed	send	begin	coming	up the;	might be,	
car	race	piece	result	as you,	in that;	
imp	soft	alone	unable	to the;		
eat	rate	grant				
him						
beg						

Doubt whom you will, but never yourself.

The greater the obstacle the more glory in overcoming it.

An ounce of success is worth a ton of excuses.

Learn to use your time. Do more than you are told to do.

BUDGET LI

Corrective Drill

Appalachian Alabama Australian Alma Water acquaintance approximation
analysable associative avoirdupois appellable approachable antiquate
asphyxiation authoritative appearance accusation animated asylums
auto-boat awards almanac awoke actual awesome alfalfa attainable

Sentence Practice

No man is born into the world whose work is not born with him.
Character is not determined by a simple act, but by habitual conduct.
Impossibilities are only opportunities in disguise.—Anonymous
There is nothing so dangerous as standing still when all the world moves.
It is good to know; it is better to do; it is best to be.—Gordon

Paragraph Practice

Don't crave for good that you have not earned. Don't pray for
luck to give you what does not belong to you. Do not fancy that
every prosperous man got his goods by some turn of the wheel of
fortune. This world is a beehive of industry in which men are
rewarded according to their efforts.

Some of the world's heroes fully believed in the mysterious govern-
ing power which the ancient Greeks and Romans called destiny.
Alexander the Great depended on luck. Cicero speaks of it as a
settled thing. Caesar pompously told the frightened pilot in a storm,
"You carry Caesar and his good fortune." Napoleon always was
talking about his "star." Marlborough, Nelson, and Cromwell had
similar notions about destiny. Wellington, however, who never lost
a battle, never spoke about luck, carefully guarding himself against
actions.—Madison C. Peters

Financial Statements

At intervals business men wish to know the net worth of their businesses and the profits that
are being made so that they can judge whether the business is being conducted in an efficient
manner. Usually this information is secured at least once a year as the government requires income
tax reports showing the amount of profit each year.

The net worth of a business is shown in a report
known as the Balance Sheet. This report gives the value
of each asset, the total value of the assets, the amount of
each liability or debt, the total of the liabilities, and the
net worth. In order to make the Balance Sheet of rea-
sonable length, some groups of assets and liabilities are
listed together as one amount. For example, all mer-

chandise is listed as Inventory, all amounts owed by cus-
tomers as Accounts Receivable, all amounts owed to
creditors as Accounts Payable, and outstanding notes as
Notes Payable. If the management wishes detailed in-
formation regarding these amounts, schedules are pre-
pared to accompany the Balance Sheet.

The net profit for the period since the latest reports

	STROKES
63	
128	
192	
255	
292	
361	
423	
487	
558	
620	
685	
753	
822	
850	

Exercise 31

DIRECTIONS: Margins, 15 and 65. Tabular stop, 20. Spacing, double. Write each paragraph twice on a half sheet of paper.

(Top margin, one and one-half inches.)

It is just as easy to form a good habit as a bad one, and it is just as hard to break a good habit as a bad one. It pays girls and boys to form good habits.--William McKinley (40-174)

(Top margin, one inch.)

"I expect to pass through this world but once. Any good therefore that I can do, or any kindness that I can show to any fellow creature, let me do it now. Let me not defer or neglect it, for I shall not pass this way again." (47-226)

(Top margin, one inch.)

Life lies before us as a huge quarry before the architect; and he deserves not the name of architect except when, out of this fortuitous mass, he can combine, with the greatest economy, fitness and durability, some form the pattern of which originated in his own soul.—Goethe (48-276)

(Top margin, two inches.)

The only real measure of success is the ratio between what a man is and is doing and what he might be and might be doing.—H. G. Wells (29-134)

Exercise 32

DIRECTIONS: Margins, 15 and 65. Top margin, one and one-half inches. Tabular stop, 20. Spacing, single. Write each paragraph three times on a half sheet. Use three half sheets for this exercise.

The days are each divine. They come and go like muffled and veiled figures, but they say nothing. If we do not use the gifts they bring, they carry them as silently away.—Emerson (34-181)

Know the true value of time; snatch, seize, and enjoy every moment of it. No idleness, no laziness, no procrastination: never put off till tomorrow what you can do today.—Earl of Chesterfield (33-196)

(Double space between single spaced paragraphs.)

"He only seems to me to live, and to make proper use of life, who sets himself some serious work to do, and seeks the credit of a task well and skillfully performed." (33-166)

Incoming Letter

Dear Sir: Will you please call on Wednesday next with the papers that you have prepared for my signature. I shall have my maid, Mary Ellen Daugherty, and my chauffeur, Samuel F. Kelly, ready to act as witnesses. It will be a relief to get these papers

signed and off my mind. Miss Carlin, who is the daughter of a very dear friend of mine, has been my most devoted nurse for five years, and I am very anxious to insure her receiving this property in recognition of what she has done for me and what she has been to me. Very truly yours, *Ellen Winslow Sanders.*

Will

Last Will and Testament. I, Ellen Winslow Sanders, of the city of Pittsburgh, State of Pennsylvania, being of sound mind and memory, do make, publish, and declare this my last will and testament, in manner and form as follows: First: ¶ I direct that all my just debts and funeral expenses be paid as soon after my decease as conveniently may be done. Second: ¶ I give and bequeath to my brother, Henry Frederick Winslow, and my sister, Mary Jane Winslow, each the sum of three thousand dollars. Third: ¶ I give, devise, and bequeath to my sister, Elizabeth Winslow Proctor, my cottage situated one mile east of Eastbrook, County of Lawrence, State of Pennsylvania, known as Lone Pine Cottage, for and during the term of her natural life, and after her death to my niece, Ellen Winslow Proctor, her heirs and assigns forever. Fourth: ¶ I give and bequeath to my brother, William Henry Winslow, the sum of three thousand dollars to have and to hold to him and his heirs and assigns forever. Fifth: ¶ I give and bequeath to my brother, Paul Jones Winslow, the sum of three thousand dollars and my interest in the Winslow Hardware Company, to have and to hold to him and his heirs and assigns forever. And ¶ Lastly, all the rest, residue, and remainder of my personal estate I give and bequeath to my three nieces, Clara, Beatrice, and Alice Milligan, share and share alike, and to their heirs and assigns forever. ¶ In Witness Whereof, I have hereto subscribed my name and affixed my seal, this [*current day*] day of [*current month*] in the year of our Lord, one thousand nine hundred and [*current year*]. *Ellen Winslow Sanders* (SEAL). ¶ Signed, sealed, published, and declared by Ellen Winslow Sanders, in our presence, and we, at her request, and in her presence, and in the presence of each other, have herunto subscribed our names as witnesses on the day above mentioned. -----

Quitclaim Deed

Know All Men by These Presents That I, Ellen Winslow Sanders, of Pittsburgh, in the County of Allegheny, and Commonwealth of Pennsylvania, in consideration of One Dollar (\$1.00) and other valuable considerations to me paid by Rebecca May Carlin, of Pittsburgh, in the County of Allegheny and said Commonwealth, the receipt whereof is hereby acknowledged, do hereby remise, release, and forever quitclaim unto the said Rebecca May Carlin all my right, title, and interest in and to the following described property: ¶ A brick and shingle bungalow and 7000 square feet of land at 318 Summit Street, in the south side of Pittsburgh, Pa. ¶ To have and to hold the granted premises with all the privileges and appurtenances thereto belonging and all the furniture contained therein, to the said Rebecca May Carlin and her heirs and assigns to their own use and behoof forever. ¶ In Witness Whereof, I the said Ellen Winslow Sanders, herunto set my hand and seal this [*current day*] day of [*current month*] in the year one thousand nine hundred and [*current year*]. *Ellen Winslow Sanders* (SEAL). ¶ Signed, sealed, and delivered in the presence of -----

Exercise 33

DIRECTIONS: Margins, 10 and 70. Top margin, one inch. Tabular stop, 20. Spacing, single. Type the exercise three times. Use one-half sheet for each copy. Triple space between paragraphs.

Start out every day with the determination to improve upon the day before. The way we are facing has everything to do with our destination.—Orison Swett Marden (28-161)

I am not bound to win, but I am bound to be true. I am not bound to succeed, but I am bound to live up to what light I have.—Abraham Lincoln (33-142)

Man must work. That is certain as the sun. But he may work grudgingly, or he may work gratefully; he may work as a man, or he may work as a machine. There is no work so rude that he may not exalt it; no work so impassive that he may not breathe a soul into it, no work so dull that he may not enliven it.—Henry Giles (69-321)

I don't think much of a man who is not wiser today than he was yesterday.—Abraham Lincoln (18-90)

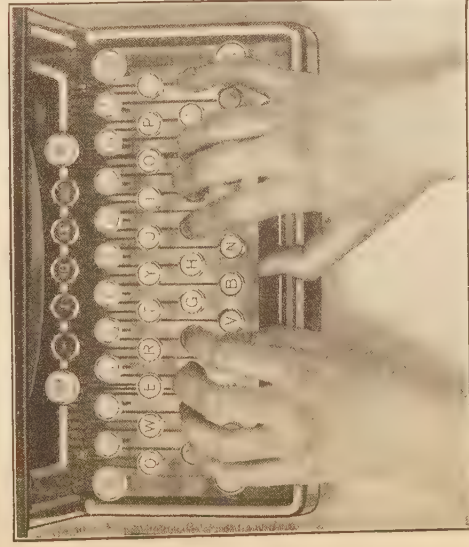


Illustration No. 37

Reach to "¢" (cent or cents)
The shift of this reach is "@" (at)

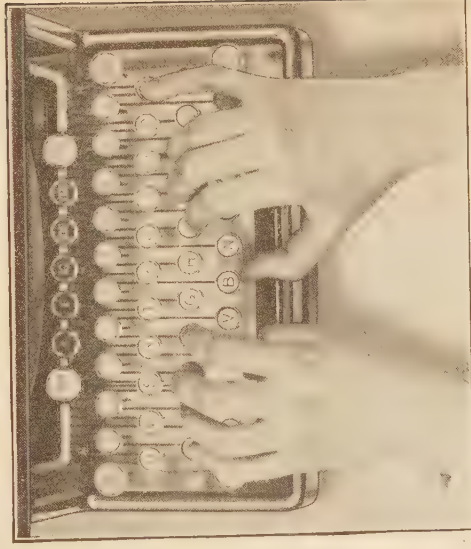


Illustration No. 38

Reach to "1/2". The shift of this control is "1/4"

Two other special characters are " $\frac{3}{4}$ " and "*", On the Remington typewriter " $\frac{3}{4}$ " is the shift of the hyphen, on all others, the shift of the diagonal. The asterisk is the shift of the hyphen except on the Remington which does not have this character.

Special Characters

Some special characters, which have not already been given in keyboard location drills, are used in the next exercise. Learn the control of these characters through the "reach-direction" association. All are controlled by the ; finger. Study the illustrations given above.

BUDGET L

Concentration Drill

expenditures horizontally uncertainty continuously interruption
amalgamation contributory anticipation announcement experimental
significance cosmopolitan fundamentals approximately unconditional
misrepresentation inconveniently correspondingly infrequently
individuality negotiability authoritative substantiating

Acceleration Drill

at any time you wish see what we can do for you some time to come we will
there is no such thing as by all means let us have a give us a trial order
it is a common custom gives perfect control of we are in urgent need of a
can be changed quickly to it is an actual fact that a few minor details can
best grade on the market it will give quick returns at a much cheaper rate

Speed and Accuracy Drill

	STROKES
The time-serving spirit is the main obstacle in the race for success	69
with the majority of young men. A very large proportion of	129
employees do their work fairly well, but betray in a hundred ways	195
the fact that they are animated by that worst form of conservatism—	264
time-serving. How much genuine, spontaneous heart-interest does	329
that man have in his work who has his coat on, and is ready to jump	397
out the door of the office or shop at thirty seconds after five o'clock,	470
or on the tap of the quitting hour? He may keep the letter of faithful	542
service, but he betrays the lack of its spirit; and the latter is the	612
element that counts in the eyes of an employer who is looking for a	680
man who can be relied on to fill a responsible place.—Roswell Miller	750

Wills

The typing of a will should be done carefully in order to avoid the possibility of fraudulent insertions or changes. It should be typed on marginal ruled legal paper just as other legal papers are typed, but in addition there should be a horizontal ruling one double space above the first line of each page after the first. At the end of each page, to end at the right marginal ruling, should be typed a horizontal signature line one double space below the last line on the page. On each of these lines the devisor should sign his or her name when the will is read for approval.

Outgoing Letter

pittsburgh pa [current date] mrs ellen wins-
low sanders 318 summit street pittsburgh
pa dear madam i have this day completed
the drawing of the will and quit-claim deed
according to the notes made when i called

upon you a few days ago when will it be con-
venient for you to have two witnesses pres-
ent to attest to your signature to these docu-
ments upon receipt of your answer i shall call
with the papers very truly yours michael p.
byrne attorney at law

Exercise 34

Figures have no "context"; therefore, they must be absolutely accurate or they have no value. Develop the figure controls to the same point of accuracy as you have developed the controls of the keyboard letters.

DIRECTIONS: Margins, 20 and 60. Top margin, one and one-half inches. Spacing, single. Write each sentence twice. Double space between groups. Use one-half sheet for the first part of this exercise and one-half for the last part.

The sum of 47 and 29 and 30 is 106.

His note is for \$580 @ 6½ % interest.

The price is 29¼¢ per square foot.

We quote you butter @ 49¾¢ per pound.

DIRECTIONS: Margins, 10 and 70. Spacing, single. Top margin, one inch. Write each sentence five times. Double space between groups.

I am very sorry that I can not do the work for you today.

When you have had time to check the report, please write us.

May we hear from you about the matter as soon as possible?

Exercise 35

DIRECTIONS: Margins, 15 and 65. Top margin, one and one-half inches. Tabular stop, 25. Spacing, single. Write the exercise three times. Use one-half sheet for each copy. Double space between paragraphs.

The talent of success is nothing more than doing what you can do well; and doing well whatever you do, without a thought of fame.—Longfellow (26-141)

"He who does only what he is paid for doing never receives more than he earns. It is well to form the habit of doing things worth while without thinking of the reward." (33-169)

A task bravely performed soon becomes a habit, and tends in due time to transfer itself into a pleasure.—Oliver Wendell Holmes (22-127)

BUDGET II

Exercise 36

DIRECTIONS: Margins, 10 and 70. Top margin, one inch. Spacing, single. Write two lines of each column and sentence. Double space between groups.

Mrs.	afternoon	colonies	sometimes
warm	different	increase	Wednesday
away	direction	judgment	recommend
until	gentlemen	railroad	president
		pleasure	secretary

Genius is only a very great capacity for taking pains.

He only is exempt from failure who makes no effort.

We must conquer our weaknesses or they will conquer us.

Mortgages

A mortgage is a conveyance of land as security for a debt or some other obligation, subject to the condition that upon payment of the debt or the performance of the obligation, the conveyance becomes void. The correspondence in Budget XLIX centers around a mortgage given in return for a cash loan on the property for which the deed was secured in Budget XLVIII.

Outgoing Letter

salem ore [*current date*] mr charles r alpern
7112 liberty st salem ore i am enclosing the
form of mortgage which will be executed

upon a receipt of a \$1000 loan by you on my
property situated at the corner of vine and
sycamore streets i trust that i shall hear from
you favorably on this subject within a few
days *norman b la salle*

Mortgage

State of Oregon, County of Marion, ss. Personally appeared before me, the undersigned notary public in and for the said state and county, Norman B. La Salle, who, on oath, says that he is the owner in fee simple of all and singular a certain lot in the city of Salem, commencing at a point on the northerly line of Vine street at the intersection of Sycamore street 50 feet to a point in the line of lot numbered 24; thence northerly along the line of lot numbered 24 210 feet to a point in the southerly line of Logan Alley; thence west 50 feet to Sycamore street; and thence 210 feet southerly to the place of beginning at the corner of Vine and Sycamore streets. (*Paragraph.*) Deponent further says that he purchased said lot from the Salem Street Railways Company on the [*give the correct date*] and that there were no encumbrances on said lot at that time, and that since said [*same date as above*] he has placed no encumbrances of any kind, character or description upon said lot, and that there are now no liens of any character whatever on said lot, except the mortgage this day made by deponent to Charles R. Alpern, to secure a loan of one thousand dollars (\$1000), payable at the expiration of one year from date of signature. (*Paragraph.*) Deponent further says that he has the quiet and peaceable possession and enjoyment of said property, that he is seized in fee simple, and that he has a good right to mortgage the same. (*Paragraph.*) Sworn to and subscribed before me this [*type a line for the insertion of the date*], -----.

(*Paragraph.*) Be It Known that I, Norman B. La Salle, of the city of Salem, State of Oregon, in consideration of the sum of one thousand dollars (\$1000) to me paid by Charles R. Alpern, of Salem, Marion County, Oregon, have sold, transferred, and assigned to the said Charles R. Alpern a certain lot described in the deposition sworn to above. And I authorize the said Charles R. Alpern that if default be made in the payment of said principal sum of money, or any interest installment that may become due thereon to do and perform such acts as may be required to secure full payment of the indebtedness aforesaid. (*Paragraph.*) In Witness Whereof I have hereunto set my hand and seal this [*type a line for the insertion of the correct date*]. Signed in the presence of [*lines for two witnesses*]. *Norman B. La Salle* (SEAL).

Incoming Letter

[*Type the date line and the address to accord with the preceding letter and the mortgage.*]

Dear Sir: I have gone carefully over the mortgage form submitted for my approval, and find it perfectly satisfactory. If you will call with your witness at my home at 7112 Liberty street tomorrow evening, I shall have my certified check for \$1000 ready to hand over to you upon your signing the mortgage. Very truly yours, *Charles R. Alpern*.

Exercise 37—Review Drills

DIRECTIONS: Margins, 10 and 70. Spacing, single. Write each line three times. Double space between groups.

f4j7 f5j6 d3k8 s2l9 a;0; f\$jj& f%j_ d#k' s"l(a0); ?:-* ½¼¢@
afsdrtf ;jlkuyj afsdvbf ;jlkmmj afsdecf ;jlkij, j afwsedf ;jolikj
afqaf ;jp;j afwxf ;jo.j afzaf ;j/j; j afqzf ;jp/j afwxf ;jo.j

We measure genius by quality, not by quantity.—Phillips
All men cannot be THE best, but every man can do HIS best.
Silence is a true friend who never betrays.—Confucius
Self-confidence is the first requisite to great undertakings.

Exercise 38

DIRECTIONS: Margins, 15 and 65. Top margin, two inches. First tabular stop, 25. Spacing, single. Write the exercise three times. Use one-half sheet for each copy. Double space between paragraphs. Space twice after the colon.

There are two classes of men: those who are content to yield to circumstances, and those who aim to control circumstances.—Collins (22-133)

The men who try to do something and fail are infinitely better than those who try to do nothing and succeed.—Lloyd Jones (23-122)

Never believe anything to be for your interest which obliges you to break your word, sacrifice your modesty, hate, suspect, or curse any person, or which inclines you to any practice which will not bear the light.—Marcus Aurelius (39-230)

Exercise 39

DIRECTIONS: Margins, 15 and 65. First tabular stop, 25. Top margin, one and one-half inches. Spacing, double. Write the paragraph three times.

Genius is only the power of making repeated efforts. The line between failure and success is so fine that we are often on the line and do not know it. Many boys and girls have given up at a time when just a little more patience and a little more effort would have turned hopeless failure into decisive victory. There can be no failure nor defeat except in no longer trying.—Elbert Hubbard (73-392)

Secretarial Projects

If you are to be a successful typist, you must have more than the ability to use a machine rapidly and accurately. You must have the initiative which will enable you to take up and solve a new problem and the knowledge of business forms which will make it possible for you to prepare this solution in a businesslike manner. Part IV is, therefore, designed not only to increase your skill as a typist, but also to develop your initiative and to give you practice in working out original solutions for business problems.

BUDGET XLIX

Concentration Drill

scaffolding accelerative inconvertible incontestable capitalization
convertibility transcontinental carbonization distillation
conductivity homogeneous deteriorate evaporation oscillatory
volatilize lubricator illuminant filtration reservoirs hydrogen
adulterate petroleum decompose paraffin emulsify chloride abrasion

Acceleration Drill

is explained more fully on a strictly cash basis in the interest of all who
about which you inquire direct your attention we await your early reply to
have made arrangements as low as is consistent with which will be in force
before a final decision is reached in our judgment this procedure will not
in consulting our records if this offer is not accepted on a different basis

Speed and Accuracy Drill

There are no interviews less to be sought after than those in which	STROKES
you have to appear in connection with one or two other parties who	68
have exactly the same interest in the matter as your own, and must	135
be supposed to speak your sentiments, but with whom you have had	202
little or no previous communication, or whose judgment you find	267
that you can not rely upon. In such a case you are continually in	331
danger of being compromised by the indiscretion of any one of your	398
associates. For you do not like to disown one of your own side before	465
the adverse party; or you are afraid of taking all the odium of the	536
opposition on yourself. You may perhaps be quite certain that your	604
indiscreet ally would be as anxious as yourself to recall his words,	672
if he could perceive their consequences; but these are things which	741
you can not explain to him in that company. Interviews are to be	809
avoided when you have reasons which determine your mind, but	875
which you can not give to the other party.—Sir Arthur Helps	936
	997

Exercise 40

DIRECTIONS: Margins, 15 and 65. Spacing, single. Double space between paragraphs. Equalize the margins at the top and at the foot of the page. Write the exercise three times.

(NOTE: If you are using half sheets, write the exercise only once to a sheet.)

Every youth would like to attain success, honor, and influence. But nearly every one fails. Why? Because there are difficulties in the way. What are these difficulties? The things that prevent achievement—the hard things. What is the customary way of treating them? To dodge them or slur them. Why should that be the common way? Because it is the easy way, of course.

To yield is easy, to resist is hard.

Grapple the first difficulty that comes up. Wrestle till you down it, if it takes till the break of day. Get on top of it with both feet.—Archer Brown (102-574)

Exercise 41

DIRECTIONS: Margins, 10 and 70. Top margin, one and one-half inches. Tabular stop, 15. Spacing, single. Write the exercise three times. Double space between paragraphs. Spell the words as you write; hold the eyes on the copy.

Education is leading human souls to what is best, and making what is best out of them; and these two objects are always attainable together, and by the same means. The training which makes men happiest in themselves also makes them most serviceable to others.—Ruskin (46-272)

Let the people know the truth and the world will be safe.
—Lincoln (13-67)

Be up-to-date in your opinions, but ahead of the times in your ideals. (15-70)

Our school and the community will be just as good as we help to make them. (16-74)

The only way to assure world peace is to give world service.
—Ford (13-67)

Exercise 42

DIRECTIONS: Margins, 5 and 70. Top margin, one inch. Spacing, single. Write each sentence five times. Double space between groups.

It is well to think well; it is divine to act well.—Horace Mann
Happiness is not the end in life; character is.—H. W. Beecher
The first step to greatness is to be honest.—Johnson
Though it's good to begin well, it's better to end well.

This deed, made this [*current day*] day of [*current month*], in the one thousand nine hundred and [*current year*] year, by The Salem Street Railways Company, a body corporate of the State of Oregon, witnesseth: (*Paragraph.*) That in the consideration of the sum of two thousand and five hundred dollars (\$2500), the said The Salem Street Railways Company does hereby grant and convey unto Norman B. La Salle, his heirs and assigns, of said city, all that piece or parcel of ground situated and lying in Salem, city aforesaid, and particularly described as follows: (*Paragraph.*) All that certain lot or parcel of land known as lot number 23 on the northeast corner of Vine and Sycamore streets, Salem, Oregon, said plan being recorded in Plan Book, Vol. 19, page 187, and further bounded and described as follows, to-wit: (*Paragraph.*) Beginning at a point on the northerly line of Vine street at the intersection of Sycamore street 50 feet to a point in the line of lot numbered 24; thence northerly along the line of lot numbered 24 210 feet to a point in the southerly line of Logan Alley; thence west 50 feet to Sycamore street; and thence 210 feet southerly to the place of beginning at the corner of Vine and Sycamore streets, fully described in the deed from Harold J. Brooks et ux. to The Salem Street Railways Company, dated March 23, 1921, and recorded in Marion County in Deed Book, Vol. 1674, page 562. (*Paragraph.*) Together with the improvements thereon, and the rights and appurtenances thereto belonging or appertaining. (*Paragraph.*) To have and to hold the above granted property unto the said Norman B. La Salle, his heirs and assigns, forever in fee simple. (*Paragraph.*) And the said The Salem Street Railways Company hereby covenants with the said Norman B. La Salle that it will warrant, generally, the property hereby conveyed; that it is seized of the land hereby conveyed; that it has done no act to encumber said property; and that it will execute such further assurances of said land as may be requisite. (*Paragraph.*) And this deed further witnesseth that the said The Salem Street Railways Company does hereby constitute and appoint Herman L. Lowry, superintendent of said company, to be its attorney, for it and in its name, and as and for its corporate act and deed, to acknowledge this deed before any person having authority by the laws of the State of Oregon to take such acknowledgment, to the intent that the same may be duly recorded. (*Paragraph.*) As witness the corporate seal of the said The Salem Street Railways Company and the signature of Sidney W. Lamoree, the manager thereof, the day and year first above written. Signed in the presence of

 Superintendent of The Salem Street Railways
 Company

Incoming Letter 2

[Type the date line to accord with the foregoing letters and deed.]

Fidelity Title and Trust Company, Sidney W. Lamoree, Manager, Ranier Building, Salem, Oregon. Gentlemen: Pursuant to our telephone conversation of this morning, I am enclosing my certified check for \$2550 to cover the purchase price of the property situated at the corner of Vine and Sycamore streets, this city, belonging to the Salem Street Railways Company, and also to cover the cost of your services in connection with this purchase. Kindly send the deed to me as soon as it has been executed. Very truly yours, *Norman B. La Salle.*

Outgoing Letter

[Type the date line to accord with the foregoing letter.]

mr norman b la salle 5498 penn avenue salem oregon dear sir enclosed you will find the deed for the property which you recently purchased from the salem street railways company this deed has been properly recorded at the court house i attended to the matter personally i trust you allow us to handle any further business you may have in this line with the assurance that no matter how small or how large the transaction may prove to be it shall have the best efforts of our firm very truly yours *sidney w lamoree* manager the fidelity title and trust company

BUDGET III

Supplementary Rhythm Drills

querio patisy querio patisy querio patisy querio patisy
 ab;nru wvomei ab;nru wvomei ab;nru wvomei ab;nru wvomei
 qupra; weiodk qupra; weiodk qupra; weiodk qupra; weiodk

Exercise 43

DIRECTIONS: Margins, 10 and 70. Top margin, one inch. Spacing, single. Write three lines of each column of words. Double space between groups.

(High Frequency Word Drill)

saw	felt	party	abroad	carried	addition
hot	camp	chain	period	address	interest
run	fill	broke	reason	contain	Thursday
old	bear	chief	bridge	running	argument
sea	door	again	ground	special	personal
ten	aunt	clerk	escape	receive	official
set	feet	begin	intend	believe	contract
and	call	close	finish		
the					
for					
may					

The Exclamation Point

The exclamation point is made by the use of two regular keyboard characters, the apostrophe (') and the period (.). Shift with the left hand, hold the space bar down with the left thumb or forefinger, and strike the apostrophe (') and the period (.) *before releasing either the space bar or the shift key*. Space twice after the exclamation point at the end of a sentence, once when it is used in the body of a sentence. Old Remington machines will space when the space bar is depressed. This necessitates the use of the back spacer before striking the period.

Exercise 44

DIRECTIONS: Margins, 15 and 65. Top margin, one inch. Spacing, single. Write each sentence twice. Double space between groups.

Keep your chin up! Nothing is impossible!

Each man makes his own shipwreck!

Learn to walk past failure!

I will succeed; nothing can stop me!

Would you never be sad? Live rightly!—Isidorus

By and by never comes!—St. Augustine

Work right! Think right! Do right! Be right!

Concentration Drill

notary bleach residue pungent ammonia atomize corrode gaseous globule
 puckered ornament selvedge flannel edgings jobbers collars showroom
 mahogany console renaissance fumed cheval dado bevel preferred
 conference disappoint provisions celebration examination improvement

Acceleration Drill

we have reason to believe in this particular case we are aware of the facts
 we are obliged to insist that the we are faced with the situation just now
 in this particular instance we believe we regret that it is impossible to
 we hope that we have made the case clear experience has demonstrated that
 please be assured that we stand ready to be of assistance to you in the

Speed and Accuracy Drill

The men who profit least by interviews are often those who are most inclined to resort to them. They are irresolute persons, who wish to avoid pledging themselves to anything, and so they choose an interview as the safest course which occurs to them. Indolent persons are very apt to resort to interviews; for it saves them the trouble of thinking steadily, and of expressing themselves with precision, which they are called upon to do if they come to write about the subject. The best precaution is to state in writing, at the conclusion of the interview, the substance of what one apprehends to have been said, and of what he intends to do.—Sir Arthur Helps	STROKES
	63
	130
	197
	263
	331
	395
	461
	532
	598
	665

Deed

A deed is defined as a written contract, signed, sealed, and delivered, by means of which one party conveys real property to another. A warranty deed contains certain warrants concerning the title. A quitclaim deed grants whatever interest the grantor has and nothing more. Budget XLVIII consists of the correspondence that will be necessary on account of the buyer's not being able to be present to act in person. There are an incoming letter, two outgoing letters, and a deed.

Incoming Letter 1

Salem, Ore, [*current date*]. The Fidelity Title and Trust Company, Mr. Sidney W. Lamore, Manager, Ranier Building, Salem, Oregon. Gentlemen: Mr. Lowry, our superintendent, will be at your office at two o'clock tomorrow afternoon to sign the deed which you are preparing for the transfer of title of our property situated at the corner of Vine street and Sycamore to Mr. Norman B. La Salle. You are to be congratulated on the prompt manner in which you have put these negotiations through. Yours very truly, The Salem Street Railways Company, *Thomas H. Morehead*, Manager. (Transcribed by stenographer 8.)

Exercise 45

DIRECTIONS: Margins, 10 and 70. Top margin, two inches. Spacing, single. Write the exercise three times. Double space between paragraphs. Space twice after the exclamation point.

Don't hesitate! Go straight on! There is only one path that leads to success. You must climb to reach the top. You will never have such a good opportunity. Now is your time. (33-180)

Be honest! Make your firm's interests your interests! Say to yourself, "My place is at the top." Be fair in all dealings! Aim for the highest! Concentrate your energy, thought, and capital exclusively on the business in which you are engaged.—Andrew Carnegie (43-268)

You say that you deserve success—then prove it! Present your facts—show results, but don't rest your case with words! —Herbert Kaufman (23-140)

Exercise 46

DIRECTIONS: Margins, 15 and 65. Top margin, one and one-half inches. Spacing, single. Write the exercise three times. Double space between paragraphs.

Be sure that every one has his place and vocation on this earth and that it rests with himself to find it. Do not believe those who too lightly say, "Nothing succeeds like success."

Effort—honest, manful, humble effort—succeeds by its reflected action, especially in youth, better than success.

Get knowledge, all you can!

Be thorough in all you do. Quit you like men; be strong; and exercise your strength. Work onward and upward, and may the blessing of the Most High soothe your cares, clear your vision, and crown your labors with reward!—Gladstone (96-569)

Exercise 47

DIRECTIONS: Margins, 10 and 70. Top margin, two inches. Spacing, single. Write the exercise three times. Use separate sheets of paper for each writing.

Education is gleaning from men and books and laboratories, from field and forest and whispering wind; but it is more: it is learning promptness and thoughtfulness, kindness and helpfulness, and every form of purity; it is the mastering of mind and spirit, appetite and passion, thought and word and glance; it is knowing that nothing but service brings worthy living, that selfishness means sin, that courage lies in being right. Education is the implanting of good habits, the acquirement of efficiency, the development of twenty-four carat character.—Thomas Blaisdell (89-580)

EXERCISES

The correspondence of Budget XLVII is centered around an abstract of title. It consists of an incoming letter and an outgoing letter in addition to the title document.

Incoming Letter

Salem, Ore., [current date]. Fidelity Title and Trust Company, Sidney W. Lamore, Esq., Manager, Ranier Building, Salem, Oregon. Gentlemen: I wish to purchase the lot belonging to the Salem Street Railways Company at the corner of Vine and Sycamore streets, but not at a price to exceed \$50.00 per foot frontage. If you can make a deal at or within this price, you may go ahead with the preparation of the abstract of title. Very truly yours, *Norman B. La Salle*.

Outgoing Letter

[Type the date line to accord with the foregoing letter.]
mr norman b la salle 5498 penn avenue salem oregon dear sir you will find enclosed the abstract of title of the property now owned by the salem street railways company situated at the corner of vine and sycamore streets the price quoted by the company when i approached them on the subject was \$50.00 a foot frontage the company is desirous of having the transfer made as soon as possible very truly yours the fidelity title and trust company sidney w lamore manager

Abstract of Title

To Norman B. La Salle: (*Paragraph*.) Having made a careful examination of the records of Marion County as to the record title to the following described premises situated in the city of Salem, state of Oregon, bounded and described as follows, to-wit: (*Paragraph*.) All that certain lot or parcel of land known as lot number 23 on the northeast corner of Vine and Sycamore streets, Salem, Oregon, said plan being recorded in Plan Book, Vol. 19, page 187, and further bounded and described as follows, to-wit: (*Paragraph*.) Beginning at a point on the northerly line of Vine street at the corner of Sycamore street 50 feet to a point in the line of lot numbered 24; thence northerly along the line of lot numbered 24 210 feet to a point in the southerly line of Logan Alley; thence west 50 feet to Sycamore street; and thence 210 feet southerly to the place of beginning at the corner of Vine and Sycamore streets, as more fully described in the deed from Harold J. Brooks et ux. to the Salem Street Railways Company, dated March 23, 1921, and recorded in Salem County in Deed Book, Vol. 1674, page 562. (*Paragraph*.) I Herby Certify that the said records show a good and indefeasible title in fee simple vested in the Salem Street Railways Company, free and clear of all encumbrances except the following, to-wit: (*Paragraph*.) Subject to the building line and all building and other restrictions set forth in the explanation endorsed on the plan of record as stated below: *Explanation.* (*Paragraph*.) There is annexed to each lot, as an easement or appurtenant to it, the free right until April 30, 1935, of light, air, and prospect unobstructed by anything save trees, shrubs, plants, fountains, statuary, and other ornamental structures not over 10 feet high, intended for ornament only, open porches not over 15 feet wide, with or without roofs, steps, fences, and other projections from dwelling houses not materially interfering with light, air, and prospect as or shall be usual or frequent and reasonable over all the part of the other lots fronting on the same streets, lying outside of the building line designated. The line of each lot is to be taken as extended to the middle of the street or avenue on which it fronts, but the distance noted on each lot is to the side of the street or avenue merely; the lots, however, to be subject to the streets and avenues. (*Paragraph*.) A building line of 30 feet is marked on the said plan of lots. (*Paragraph*.) This certificate does not insure accuracy of description, dimension of lot, or the location unless a satisfactory survey is furnished. (*Paragraph*.) This certificate is made to include the date of [current date]. The Fidelity and Trust Company, *Sidney W. Lamore*, Manager.

BUDGET IV

This budget of work will be made up largely of small letters. Use half sheets in writing these letters, and give some thought to their arrangement on the page. An accurately typed letter has added value when it is well-balanced, or accurately placed.

The writing of these short letters will have the added interest of more nearly approximating the regular office procedure. Take the same pride in turning out a neat, well-arranged, accurate piece of work that you would were you working in an office.

Exercise 48

DIRECTIONS: Margins, 20 and 60. Top margin, two inches. Tabular stops, 25 and 35. Spacing, double. Write the letter three times.

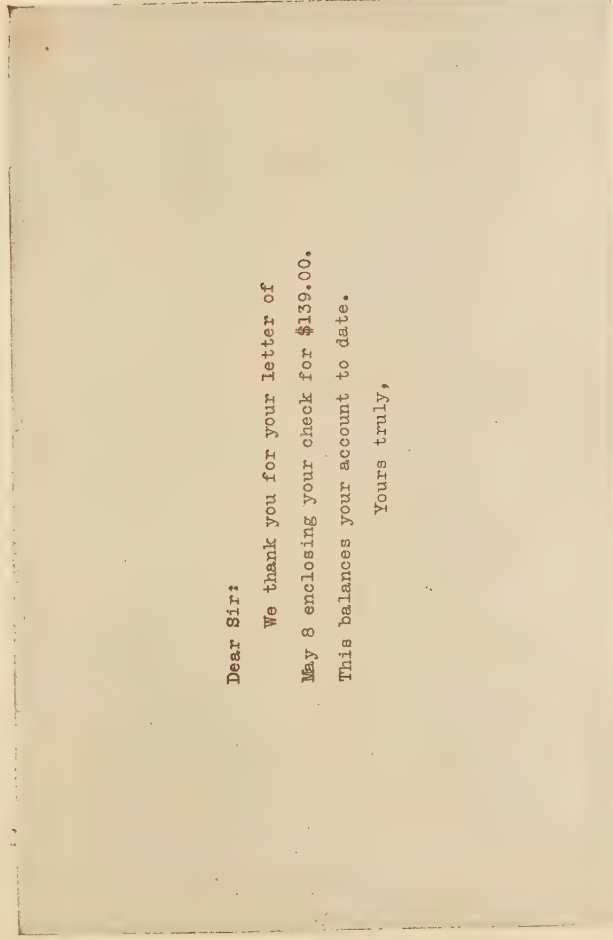


Illustration No. 39 Model 1—Half sheet, double spaced letter

Notice the amount of space left above, below, and on the sides of the letter. Form a mental picture of a well-balanced letter and arrange each letter attractively on the sheet.

Follow this model in typing letters until otherwise instructed.

Exercise 49

DIRECTIONS: Margins, 15 and 65. Spacing, single. Double space between paragraphs. Write the exercise three times.

The salutation of a letter is the "Dear Sir," "Gentlemen," "My dear Madam," or whatever form of courteous greeting the writer may wish to use. "Dear Sirs" is now considered obsolete. "Dear Mr. Johnson" is considered less formal than "My dear Mr. Johnson." Notice that each word of the salutation is capitalized except when "dear" is preceded by the pronoun "My."

(61-367)

BUDGET XLVII

Concentration Drill

gauge wedge prospectus voltage phantom simplex tertiary metallic
currents conductor apparatus porcelain composite condenser diaphragm
multiplex commutator microfarad electrical monitoring transmitter
calculagraph beneficiary trusteeship anniversary liabilities
administrator appurtenances topography incidentals interstices

Acceleration Drill

please let us know immediately if it meets with your approval in which case
you will observe that we have we are having considerable difficulty in having
if you will permit us to until we hear from you we are confident that the
glad to undertake the work careful personal attention propose to furnish
prepared to start this work is a necessary safeguard shall wire you shortly

Speed and Accuracy Drill

In business, there is much that can not be done without interviews.	
It would often require great labor, not only on your part, but also	STROKES 68
on the part of others whom you can not command, to effect by means	136
of writing what may easily be accomplished in a single interview.	203
The pen may be surer, but the tongue is a nicer instrument. In	269
talking, most men sooner or later show what is uppermost in their	333
minds; and this gives a peculiar interest to verbal communications.	399
Besides, there are looks, and tones, and gestures, which form a	467
significant language of their own. In short, interviews may be made	531
very useful and are, in general, somewhat hazardous things; but	600
many people look upon them rather as the pastime of business than	664
as a part of it requiring great discretion. Interviews are perhaps of	730
most value when they bring together several conflicting interests or	801
opinions, each of which has thus an opportunity of ascertaining the	870
amount and variety of opposition which it must expect; and so is	938
worn into moderation.—Sir Arthur Helps	1003
	1043

Abstract of Title

In the passing of the title to real estate from one person to another, much care is necessary to ascertain that the title of the person about to sell, or as he is known, the grantor, is clear; that is, that no third party or parties have any claim on it. To ascertain that the title is clear, a search is made in the public office where records of important documents, such as deeds and mortgages, are kept. When the results of such search are put in writing, the document shows all of the transactions affecting the particular piece of property in question, and it is called an abstract of title.

Business usage has established the rule that a colon (:) must always follow the salutation. Two line spaces are used to separate the salutation from the last line of the address. The same spacing is used to separate the salutation from the first line of the body of the letter. (49-281)

Supplementary Hyphen-control Drill

up-to-date two-by-four well-to-do up-town two-thirds
whip-cord up-keep eighty-six whip-handle zinc-powder

Exercise 50

DIRECTIONS: Margins, 20 and 60. Top margin, two inches. Tabular stops, 25 and 35. Spacing, double. Write the letter three times.

Gentlemen: Your order will be shipped the latter part of next week. If the material does not reach you within a week or ten days, please write us. Yours very truly,

Supplementary Alphabetic Sentence

Bismarck proved equally just when excluding her from the Zollverein.

Exercise 51

DIRECTIONS: Margins, 15 and 65. Spacing, single. Double space between paragraphs.
Write the exercise once.

The complimentary close of a letter is the "Yours truly," or whatever courteous ending the writer may wish to use. There is more latitude allowed the individual writer in indicating a complimentary close in business correspondence than is customary with the salutation, but "Yours truly," and "Yours very truly," are the most frequently used. (54-343)

The complimentary close always begins with a capital. It is followed by a comma in the conventional form of a letter, but in the modern business form no mark of punctuation is required. (33-186)

Review Drill

Review Exercise 12, page 30, emphasizing control of "w" and "o".

Exercise 52

DIRECTIONS: Margins, 20 and 60. Top margins, one and one-half inches. Tabular stops, 25 and 35. Spacing, double. Write the letter three times.

Dear Madam: Your application to our Credit Department for the opening of a charge account has been granted. We hope you will make frequent use of the purchasing advantages offered through our charge system. Sincerely yours,

One thousand
nine hundred and
Twenty-seven

One thousand
nine hundred and
Twenty-seven

One thousand
nine hundred and
Twenty-seven

One thousand
nine hundred and
Twenty-seven

One thousand
nine hundred and
Twenty-seven

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nine hundred and
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nine hundred and
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nine hundred and
Twenty-seven

One thousand
nine hundred and
Twenty-seven

One thousand
nine hundred and
Twenty-seven

DIRECTIONS: Margins, 20 and 60. Top margin, one and one-half inches. Tabular stops, 25 and 35. Spacing, double. Write the letter three times.

Follow the instructions for margins, in order that your letter may be properly arranged on the page. If an error is made in typing, do not remove the paper and start over, but complete the letter. Check its marginal arrangements, study the possibility of making improvements in the general form of the letter, and then rewrite. Write at a slow rate of speed. As you write, think the letters of each word.

Gentlemen: We regret that we are unable to give you a quotation on coal for immediate shipment. Our mines are not working at full capacity just now and we are unable to accept further orders at the present time. Yours truly,

BUDGET V

Review Drill

Words and sentences, page 34, Drill 16 and Exercise 16.

Exercise 54

DIRECTIONS: Margins, 20 and 60. Top margin, two inches. Spacing, double. Write the letter three times. **Remember:** eyes on copy; think each letter; light touch; rhythmic continuity; quick carriage return.

My dear Mr. Miller: I thank you for your letter of September 7. I shall write Mr. Martin as you suggest, and will give him detailed information about my technical equipment and general educational background. Cordially yours,

Supplementary Drill

Emphasizing the hyphen control.

up-hill well-worn top-heavy thirty-three bird's-eye four-ply
bird's-egg daughter-in-law six-cylinder well-bred paper-bound

Exercise 55

DIRECTIONS: Margins, 20 and 60. Top margin, two inches. Tabular stops, 25 and 35. Spacing, double. Write the letter three times.

Dear Sir: Shipment of your order #158 will be made not later than February 13. This should give ample time for the transit company to have the goods at delivery point by March 1. Yours very truly,

we also recommend I am forwarding to you since that time more than any other will meet your requirements after carefully considering the matter from every we enclose a memorandum of with respect to the methods in cases somewhat like shall be subject to the in order to conform in this connection you are to inasmuch as this office it should be understood derived from other sources

Speed and Accuracy Drill

A man of business should be able to fix his attention on details, and be ready to give every kind of argument a hearing. This will not encumber him, for he must have been practised beforehand in the exercise of his intellect, and be strong in principles. One man collects materials together, and there they remain, a shapeless heap; another, possessed of method, can arrange what he has collected; but such a man as I would describe, by the aid of principles, goes farther, and builds with his materials. He should be courageous. The courage, however, required in civil affairs, is that which belongs rather to the commander than to the common soldier. But any kind of courage is serviceable. Besides a stout heart, he should have a patient temperament and a vigorous but disciplined imagination; and then he will plan boldly and with large extent of view, execute calmly, and not be stretching out his hand for things not yet within his grasp.—Sir Arthur Helps

STROKES

66
132
196
265
335
404
476
538
605
671
739
807
871
940
969

Including Articles of Agreement

When the responsibility for the erection of a building is placed in the hands of the architect who drew the plans and specifications, articles of agreement are usually signed by each of the parties concerned, in order to secure perfect cooperation and satisfactory results. Budget XLVI consists of correspondence centered around articles of agreement.

Outgoing Letter

new bridgeport ohio [*two days previous to current date*] mr john beatty lewis 146 euclid avenue cleveland ohio dear sir the building committee of the third presbyterian church east lincoln and quincy streets this city of which i am chairman has been instructed to ask you to superintend the building of our new church according to the plans and specifications drawn by you and which are now in your hands please let us know by return mail how soon the work can begin very truly yours *william s jenkins* chairman building committee

Incoming Letter

[*Type the date line and the address to accord with the foregoing letter.*]

Dear Sir: Anticipating your asking me to act as sponsor for the building of the new Third Presbyterian Church, to be erected on Quincy Street, your city, I have cleared the way for prompt action, and can begin the work next Monday. I am enclosing the articles of agreement, which you will please sign as chairman of the building committee in the presence of a witness. Retain one copy for your files, and return the other copy to me. Very respectfully yours, *John Beatty Lewis*, Registered Architect. (Transcribed by FOR.)

Review Drill

Words and sentences, page 36, Drill 18 and Exercise 18.

Exercise 56

DIRECTIONS: Margins, 20 and 65. Top margin, one and one-half inches. Tabular stops, 25 and 35. Spacing, double. Write the letter three times.
(Use the little finger to control the tabular key.)

Gentlemen: The test papers for awards were sent to you on October 24, but these awards have not yet reached this school. (*Paragraph*) Please investigate this matter and let me know if the papers have been checked and the awards approved. Yours very truly, (43-247)

Review Drill

Phrases and sentences, page 39, Drill 21 and Exercise 21.

Exercise 57

DIRECTIONS: Margins, 15 and 65. Top margin, one inch. Tabular stops, 20 and 35. Spacing, double. Write the letter three times.

Dear Madam: Announcements of special sales to charge customers only will be sent to you from time to time. We hope this service will make it possible for you to buy to better advantage. (*Paragraph*) We again express our appreciation of the charge account which you opened with us during the early part of this month. Sincerely yours, (57-326)

Exercise 58

DIRECTIONS: Margins, 20 and 60. Top margin, one inch. Tabular stops, 25 and 35. Spacing, double. Write the letter three times.

Gentlemen: Sometime ago we shipped to you a case of our special Bourbon Water for examination and trial. (*Paragraph*) We are anxious to have a report from you as to whether or not this water was entirely satisfactory. May we hear from you about this matter very soon? Yours very truly, (50-279)

BUDGET VI

Review Drill

Drill 23 and Exercise 23.

Exercise 59

DIRECTIONS: Margins, 20 and 60. Top margin, one inch. Tabular stops, 25 and 35. Write the letter three times. Follow model in Exercise 48.

Gentlemen: Serial numbers for twelve of our old typewriters are given on the attached sheet. We are interested in knowing what trade-in value these machines have. (*Paragraph*) Please give this matter your immediate attention as we are anxious to place the order as quickly as possible. Yours truly, (48-299)

Gas Fitting

and underneath the plaster

Furnish and conceal beneath the floors all pipes, fittings, valves, etc., of an ^{approved} ~~improved~~ standard, and of suitable size, to convey the gas to ~~all~~ ^{each} wall outlets shown as requiring gas. The gas service line will be brought in ~~from~~ ^{from} Quincy Street under steps into Boys' lavatory. Water will be in small closet under these steps.

Installation of Drinking Fountains

The drinking fountains will be required to ~~set~~ ^{sit} at levels established by the Architect. The plumber shall ask for instructions before roughing-in is started.

Water Heater

One No. 6 Rapid Instantaneous Automatic Gas Water Heater. ^{By Mr. J.} ^(att) ~~proved equal, fitted with No. 5A Lawson Booster Circulating Heater. Installation shall be made complete with all connections to water, gas, and flue.~~

(Note of wiring)

3 and last

Outgoing Letter

[Type the date line to accord with the preceding letter.]

Mr William S Jenkins chairman building committee third presbyterian church east Lincoln and quincy streets new bridgeport ohio dear sir in accordance with your request i am enclosing drawings and specifications of the plumbing drainage and gas fitting for the third presbyterian church please see that each contractor gets a copy of the general conditions of which i am sending six copies under

separate cover i have other business in new bridgeport next friday and have sufficient time to confer with your committee if there is any point of discussion in regard to the proposed building i mention this because you say mr thomas is coming in to see me possibly my coming may save him a half day and may be welcome news if he is a busy man as i presume most of you on the building committee are i shall be in all day thursday however in case mr thomas prefers to see me here very truly yours *John Beatty Lewis* registered architect

BUDGET XLVI

Concentration Drill

stereotype compositor multicolor lithograph interlinear electrotypes
tare haul usage docket tariff rebate mileage routing caboose validate
frontispiece photogravure typographical perpendicular intrastate
terminus excursion lien site cite bonus duplex tenant vendor lesser
mortgage chattel distraint easement suburban ejectment indemnity

Exercise 60

DIRECTIONS: Margins, 20 and 60. Top margin, two inches. Tabular stops, 25 and 35. Write the letter three times. Double space between paragraphs. Do not space between the letters in the "free on board" abbreviation.

Gentlemen:

We are in the market for four cars
of Yellow Pine Siding.

Please give us your very latest
quotation on this lumber and state the
earliest possible date of delivery.
Quotation should be f.o.b. cars, Toledo.

Yours very truly,

Illustration No. 40

Model 2, single spaced letter with double spaces between paragraphs.

Review Drill

Supplementary words, phrases and sentences, page 43.

Exercise 61

DIRECTIONS: Margins, 20 and 60. Top margin, one and one-half inches. Tabular stops, 25 and 35. Write the letter three times. Follow model in Exercise 60.

Dear Sir: The Mutual Life Insurance Company of New York
has forwarded to us their check for \$1,500 as full settlement under
Policy No. 3,780,426. (*Paragraph*) If you will surrender the
policy and all papers pertaining thereto, this check will be de-
livered to you in accordance with the Mutual Life Insurance
Company's letter of May 15. Yours very truly, (*58-349*)

Exercise 62

DIRECTIONS: Margins, 10 and 70. Top margin, one inch. Tabular stop, 15. Spacing, double. Write the exercise three times. Check and list the errors. List the word preceding and the word following the one in which the error was made. Keep this error list on a separate sheet of paper.

When you work, work. Put the whole mind and heart in it. Know nothing else. Do everything the very best. Distance everybody about you. Master details and difficulties. Be ready for the next step up. If a bookkeeper, be an expert. If a machinist, know more than the boss. If an office man, surprise the employer by model work. If in school, go to the head and stay there. All this is easy when the habit of conquering takes possession.

Be yourself the leader, not the trailer. Set the standard as conscience dictates. Then you will mold instead of being molded.

—Archer Brown (*101-551*)

Exercise 63

DIRECTIONS: Margins, 15 and 65. Top margin, one inch. Tabular stop, 20. Spacing, double. Write the exercise three times. Check and list the errors. List the word preceding and the word following the one in which the error was made. Keep this error list on a separate sheet of paper.

He has achieved success who has lived well, laughed often and loved much; who has gained the respect of intelligent men and the love of little children; who has filled his niche and accomplished his task; who has left the world better than he found it, whether by an improved poppy, a perfect poem or a rescued soul; who has never lacked appreciation of earth's beauty or failed to express it; who has looked for the best in others and given the best he had; whose life was an inspiration; whose memory is a benediction.—Mrs. A. J. Stanley (*95-511*)

Exercise 64

DIRECTIONS: Margins, 10 and 70. Top margin, one inch. Tabular stop, 15. Spacing, double. Write the exercise three times. Check and list the errors. List the word preceding and the word following the one in which the error was made. Keep this error list on a separate sheet of paper.

Do your work, not just your work and no more, but a little more for the lavishing's sake; that little more which is worth all the rest. And if you suffer as you must, and if you doubt as you must, do your work. Put your heart into it and the sky will clear. Then out of your very doubt and suffering will be born the supreme joy of life.—Dean Briggs (*70-333*)

church, to be erected on the vacant lot next to the old church building and facing on Lincoln Street. The building is not to exceed in cost \$100,000, and is to be built according to the tentative plans you submitted some time ago. As soon as you have the plumbing, draining, and gas fitting specifications and drawings ready, will you please send duplicate copies to me in order that we may secure

preliminary estimates on the cost from some of the local firms. Mr. Thomas, another member of the committee, will be in Cleveland next Thursday, and will be in to see you about changing a few minor details. He has full authority to make decisions. Very respectfully yours, *William S. Jenkins*, Chairman, Building Committee. (Transcribed by SRF.)

Plumbing Specifications

Third Presbyterian Church

East Lincoln and Quincy Streets, New Bridgeport, Ohio

Prepared by John Beatty Lewis, Registered Architect

Cleveland, Ohio

Plumbing, Draining, and Gas Fitting

These specifications, with the accompanying drawings, describe the work to be performed and the materials to be used in the installation of the plumbing, ⁵sewering, and gas ⁸fitting. ⁷Contractors bidding on the work should carefully read the general conditions.

General Scope

A complete system of drainage ^{for the entire building} from all fixtures and points requiring drainage, together with all under ground connections, appurtenances, fresh air ^{plumbing fixtures} outlets, traps, wastes, and vents, gas fitting, ^{specifically} water service, all pipes, and control of same, complete and ready for use, are to be provided, unless stated as being reserved.

Ordinances

The Plumber shall comply fully with all the rules and ordinances of the city. ^{separate} Sanitary and ^{storm} sewers are required.

Quality of Material and Labor

These are to be the best of their kinds and most improved.

Workmanship to be of the highest grade. ^{no} change in material from that specified shall be made unless upon the consent of the Architect.

expanded and corrected branches,

Supplementary Drill

From the error sheet which you have kept of the three preceding exercises listing the errors with the preceding and following words, make up your own supplementary drill. Write three lines of the group of three words which will be shown for each error made. If in Exercise No. 64 you made the following error "Do you work," your supplementary drill will be three lines of "Do your work."

SUPPLEMENTARY SENTENCE DRILL

Margins 5 and 72

1. Without a high accuracy scoring, speed has very little value.
2. The development of accuracy follows definite laws of mental control.
3. You must spell each word, and eliminate every pause in writing.
4. Each finger movement must be accurately and definitely directed.
5. Let your whole thought and effort be for accuracy in writing.
6. Force yourself to write at a speed well within your control.
7. Skill must be developed according to a definite plan of work.
8. Put your faith in honest work, and let others take the chances.
9. The valuable man in business is the man who can and will co-operate.
10. Most things that are well done are done with exactness.
11. Develop pluck. Let the other fellow trust to luck.
12. Perform every task in hand as though your very future depended on it.
13. To believe that you can not do a thing is a way to make it impossible.
14. In no part of the world can one get something for nothing.
15. We are not yet done discovering better ways to do business.
16. Learn to know that every day more is expected of you.
17. Any one thing well done, is worth living and working for.
18. Just Abe might wonder at his exceptionally proper fervor of quick zeal.
19. When expectantly quizzed, jurists found the knavish embezzler vague.
20. Juvenile zest for excitement whetted interest in parking by the quay.

Spacing Instructions

Space once after the comma, the semi-colon, and after the period when used with an abbreviation. Space twice after the colon, and after the period at the end of a sentence.

The hyphen is used at the end of a line to indicate the division of a word. When the bell rings, it is a warning that there are approximately seven more spaces before the carriage locks. If writing a word of one syllable when the bell rings, complete the word, then start a new line. If writing a word of more than one syllable, when the bell rings complete the syllable, strike the hyphen (-) once, throw the carriage, and complete the word on the next line. **Do not lift the eyes from the copy.**

The dash is made with two hyphens, spacing neither before nor after.

BUDGET XLV

Concentration Drill

viscosity insoluble saponify chalking blooming adhesive gravity
shellac shellacked pigment naphtha formula alkali stucco pumice primer
porous limpид toner panel oxide japan exude font pica stet folio agate
delete layout matrix manila arrato reglet vellum erratum beveling
collate linotype brochure vignette pamphlet bourgeois nonpareil

Acceleration Drill

in case we are able to make the exchange the price of the property will be
in confirmation of our telephone conversation forwarded under another cover
about which you inquired in this district and send it to you as soon as we
we note your inquiry in regard to as a matter of fact invite you to attend
give this matter serious consideration solution of the problem in question

Speed and Accuracy Drill

STROKES

Much depends upon the temperament of a man of business. It
should be hopeful, that it may bear him up against the fainthearted-
ness, the folly, the falsehood, and the numberless discouragements
which even a prosperous man will have to endure. It should also be
calm; for else he may be driven wild by great pressure of business,
and lose his time, and his head, in rushing from one unfinished thing
to begin something else. Now, this wished-for conjunction of the
calm and the hopeful is very rare. It is, however, in every man's
power to study well his own temperament, and to provide against
the defects in it. A habit of thinking for himself is one which may
be acquired by the solitary student. But the habit of deciding for
himself, so indispensable to a man of business, is not to be gained by
study. Decision is a thing that can not be fully exercised until it is
actually wanted. You can not play at deciding. You must have
realities to deal with.—Sir Arthur Helps

60
128
195
262
331
401
467
534
598
667
735
806
878
941
983

Including Specifications to be Typed from Corrected Copy

The plumbing, draining, and gas fitting specifications of this budget show the copy as it appears
after the first typewritten copy has been corrected and revised. The budget consists of one incoming
letter, specifications, and the outgoing letter that will accompany the specifications when they are
sent to the chairman of the building committee of the Third Presbyterian Church.

Incoming Letter

East Lincoln and Quincy Streets, New Committee of the Third Presbyterian
Bridgeport, Ohio, [*use current date*]. Mr. this city, of which I am chairman, has been
John Beatty Lewis, 146 Euclid Avenue, instructed to ask you to prepare plans and
Cleveland, Ohio. Dear Sir: The Building specifications for the construction of our new

CHAPTER IV

ELEMENTARY LABORATORY PRACTICE

MASTERY of the fundamentals in typewriting, as presented in Chapters I, II, and III, must be followed by an insistence upon correct procedure and correct results in all work at the typewriter. The student who has successfully completed the work outlined in these previous chapters may begin the elementary laboratory practice given in Chapter IV with confidence in his ability to handle the work in an intelligent and satisfactory manner. Constantly checking errors, analyzing difficulties and establishing individual error practice sheets will do much to eliminate faulty keyboard control and will lay the correct foundation for the development of speed in typewriting.

In analyzing errors, list them under left and right hand controls, then trace them to the finger which is responsible for controlling the correct key. When this has been done, correcting the faulty movements will be easy through intensive practice on the finger location drill. If, for instance, it is found that there is a frequent confusion in making the reach to "n" or "m," the corrective drill will be "jmjnmj" or "jmj jnj." Then follow this with intensive practice on the corrective drills found on pages 108, 113, 116, 119 and 121.

In all of your work, remember that the objective must be to set up correct habits and to develop skill with an economy of time and effort. Never forget the fundamentals on which skill in typewriting is built:

STROKING OF KEYS: Direct a swift, well-controlled

blow to the center of the key. Snatch the finger away and bring it back toward the palm of the hand. Avoid wrist or forearm movement.

RHYTHMIC WRITING: Move from one letter to another with a definite rhythmic swing; eliminate all jerks or pauses between letters or words. Let the carriage return be a part of this rhythm of writing. No hurry; no fear; no breaks. Keep the machine moving with a steady, accurate writing.

CONCENTRATION: Slam the mental door shut in the face of all intruding thoughts. Focus the attention on the letter or word you are writing. Hold the eyes on the copy and do not "see" other movements in the room. THINK the letter to be written, and think accurately, swiftly, and forcefully.

Straight Copy Placement Chart

The following chart gives definite instructions for top and side margins when the number of words to be typed is known. You will find it helpful when you plan the arrangement of many of the exercises in this chapter. The top margins given in this chart are for regular letter-sized paper, 8½" x 11". The paper guide should be adjusted so that the left edge of the paper will be at zero. Each day before beginning your work, see that the paper guide is properly adjusted.

<i>Words</i>	<i>Adjustments</i>	<i>Top Margin</i>
Less than 75	20 & 60—double space	3½ to 3 in.
75 to 150	15 & 65—double space	3 to 2 in.
150 to 250	10 & 70—double space	2½ to 1½ in.
250 to 325	5 & 75—double space	2 to 1 in.
More than 325	Arrange on two or more pages.	

(Note that six single line spaces equal one inch.)

If single spacing is used, practically twice as many words may be typed with the same adjustments.

General Rule for Top and Bottom Margins

a. The first line of all pages, which includes the first line of a heading, should be as far from the top of the sheet as the left margin is wide.

Exception: When the manuscript is to be bound at the top, the top margin should be twelve single spaces or six doubles.

b. Bottom margin should be as wide as the left margin. Exceptions: The bottom margin may be one space narrower to avoid carrying the last line of a paragraph over to the succeeding page; also, to avoid leaving a separated word at the end of a page. It may be wider in order to avoid leaving one line only of a paragraph on a page.

Outgoing Letter 1

272 Garfield Avenue, Winnertown, Mo.,
[use the current date]. mr c g kirpatrick
jenkins arcade winnertown mo dear sir will
you please give me an estimate on the cost
of building a double garage according to
the plans and specifications enclosed the nec-
essary material to be furnished by me i am
submitting a copy of these specifications to
another building contractor and the lower
bidder will receive the contract to do the
work very truly yours james h buchanan

Outgoing Letter 2

Type a copy of the foregoing letter to the
Winnertown Construction Company, 765 Lutton
Street, Winnertown, Mo.

Incoming Letter 1

[Type the date line and the address to accord
with the foregoing letters.]

Dear Sir: After careful study of the plans
and specifications of the double garage, sub-

Building Contract

Memorandum of agreement made this [current date] between James H. Buchanan, of the
first part, and C. G. Kirkpatrick, builder and contractor, of the second part, (*Paragraph.*)
The said party of the second part covenants and agrees to, and with the said party of the
first part, to make, erect, build, and finish in good substantial and workmanlike manner,
on the lot belonging to the party of the first part and known as No. 272 Garfield Avenue,
one tapestry brick and shingle double garage, agreeable to the draft, plan, and explanation
hereto annexed, of good, substantial materials as the party of the first part may find and pro-
vide therefor, to be completed in every detail two months from the date of this contract.
And said party of the first part covenants and agrees to pay unto the said party of the second
part, for the same, the sum of four hundred (400) dollars, lawful money of the United
States, as follows: the sum of two hundred (200) dollars when the foundation and frame
work have been completed; one hundred (100) dollars when the building has been framed
up and the roof completed; and the sum of one hundred (100) dollars when the building
is finally completed. (*Paragraph.*) It is further agreed that the party of the first part will
furnish and procure the necessary materials for the said work, in such reasonable quantities,
and at such reasonable time, or times, as the said party of the second part shall or may
require. (*Paragraph.*) And for the true and faithful performance of all and every of the
covenants and agreements above mentioned, the parties to these presents bind themselves,
each unto the other, in the penal sum of one hundred (100) dollars, to be paid by the
failing party. (*Paragraph.*) In Witness Whereof, The parties to these presents have here-
unto set their hands and seals the day and year first above written.

Witnesses:

mitted to me for estimate, I find that I can
do the work for \$400. Very truly yours,
C. G. Kirkpatrick, Builder and Contractor.
(Transcribed by LOS.)

Incoming Letter 2

[Type the date line and the address to accord
with the outgoing letters.]

Dear Sir: We have figured closely on the
specifications submitted to us for estimate,
and following both drawings and specifica-
tions to the letter, we find that we can put up
your garage for \$455. Very truly yours, The
Winnertown Construction Company, M. L.
Leslie, Manager. (Transcribed by NWO.)

Outgoing Letter 3, to Mr. Kirkpatrick

dear sir the estimate for the building of a
double garage submitted by you this morn-
ing was lower than that of your competitor
i am enclosing a building contract which i
trust you will sign and return promptly let-
ting me know how soon you can begin the
work very truly yours james h buchanan

Party of the first part (SEAL)

Party of the second part (SEAL)

Supplementary Word Drill

Use these Word Drills as "warming up" exercises. Type one line ten times each day. Try to speed up the rhythmic writing of each line, and think of each group of ten lines as one continuous movement which must not be interrupted by faulty technique, imperfect carriage return, or unrhythmical striking of the keys. Practice of this kind will do much to eliminate errors and to develop greater skill in typewriting.

1. room ball pair card kill shed road nine fell push song mere west
2. among judge block young horse claim death mayor eight north
3. Monday career motion attend income engine public search pretty
4. absence outside evening primary collect liberty factory include
5. November athletic treasure imprison children national district
6. Christmas necessary associate political committee objection
7. conference invitation difference connection government illustrate
8. arrangement unfortunate celebration investigate distinguish
9. took band none dead noon ring forty table front water stole white
10. dress meant event uncle fight spell grand south track woman
11. allege prison struck winter around police regard sister height
12. brother herself declare justice farther picture convict weather
13. Saturday election marriage clothing evidence daughter entrance
14. agreement wonderful condition principal emergency provision
15. distribute convenient discussion elaborate statement testimony

BUDGET VII ¹

Exercise 65 ²

All the world loves a winner. Such being the case, it seems to me that it may be well to give a little thought to the matter—to dig into it a trifle and try to uncover something which shall teach us just what it is to be a winner and thereby maybe we can get a few points which will enable us to do a little winning for ourselves. (70-334)

To win anything means that one must succeed in an effort or must prevail in a contest; must attain a desired end or obtain a thing by long and persistent effort and struggle. The thing which is gained, the thing which is handed out to you as the reward for your effort or struggle, is called a prize. And if we turn the shield over and take a glance at

the other side it would seem that there is nothing done in this old world of ours, no work or effort of any kind, no trial, no struggle—nothing, in fact, which we do from day to day—but has some definite end in view and that end, in a general way and for lack of a better term, can be called a prize. Whatever may be the reward that comes to us as the result of an endeavor, that is the prize, and no matter how many kinds of effort there may be—and their name is legion—of course there must of necessity be just as many kinds of prizes. (182-896) Totals: (252-1230)

Exercise 66

Almost every paper in the country has a sporting page or two and on those pages you

(1) Budgets VII and VIII are taken from "The Winner" by J. N. Kimball, and represent the kind of material used in typewriting contests.

(2) Unless you are otherwise directed by your teacher, type all of the straight copy exercises in this chapter on sheets of paper 8½" x 11". Use single spacing, with double spacing between paragraphs. Arrange each exercise on the sheet in the form which you consider to be most attractive. For letters, follow either Model 1 or Model 2 given in the preceding chapter.

BUDGET XLIV

Concentration Drill

thermal cylinder mechanic injector velocity quadrant hydraulic
eccentric hexagonal malleable horizontal micrometer refractory
locomotive propelling horsepower centrifugal chronometer thumbscrew
rectangular steam-engine antifriction hermetically translucent
capillarity waterproof turpentine elasticity specifying asphaltum

Acceleration Drill

we may find it necessary have just called our attention you have no doubt
in view of the developments in connection with this from the data furnished
what action should be taken in connection with not provided for in the
we suggest that you in order to have them ready in similar cases to this
I presume you will been received in this office it has been found necessary

Speed and Accuracy Drill

STROKES

The essential qualities for a man of business are of a moral nature:
these are to be cultivated first. He must learn betimes to love truth.
That same love of truth will be found a potent charm to bear him
safely through the world's entanglements—I mean safely in the most
worldly sense. Besides, the love of truth not only makes a man act
with more simplicity, and therefore with less chance of error, but it
conduces to the highest intellectual development. The next thing in
the training of one who is to become a man of business will be for
him to form principles; for without these, when thrown on the sea
of action, he will be without rudder and compass. They are the
results of study. Whether it is history, or political economy, or ethics,
that he is studying, these principles are to be the reward of his labor.
A principle resembles a law in the physical world; though it can
seldom have the same certainty, as the facts which it has to explain
and embrace do not admit of being weighed or numbered with the
same exactness as material things.—Sir Arthur Helps

69	141
206	274
342	412
481	548
614	678
753	826
891	960
1023	1076

Including a Building Contract

When the specifications for a building have been prepared by the architect and accepted by the
builder, the work to be done on the building is usually let out under contract to a building con-
tractor. Budget XLIV consists of a building contract and the correspondence centered about it.
If the specifications made in Budget XLIII have been returned by your teacher, use them for the
enclosures. Otherwise, omit the enclosures.

will find stories of contests of all kinds, contests in which men and women strive for the mastery and for the sake of the prize which goes to the winner. Golf, tennis, baseball and an endless number of out-of-door sports have their hosts of followers and in each case there is some one who is looked up to as the best—the winner. (82-419)

As I am writing this there are men from all parts of the world who are flying through the air in France for the cup which typifies the highest round of the ladder in the art of aviation, and under conditions which make it almost certain that accidents will happen which will lead to the loss of life or limb. At the first glance one is tempted to ask why they are doing it and if the game is worth the candle. Were the winning of the cup the sole object in view the answer would be that it is not, but such is not the case; the prize in itself is not and can never be equal in value to a single human life, but it is the thing that the cup stands for which really counts. The time is at hand when man will conquer the air as he has already conquered the land and the sea, and every contest like the present only serves to bring the victory one step nearer, and the worth of but a single step in the progress of the world is something too vast to be set down in figures or even to be counted in human lives. (206-1003)

It not seldom happens, too, that such a step is really a leap in the dark, and the taking of it may lead to fields so broad in extent that one could not imagine them to exist before the step was taken and the curtain of the future thrown aside. The winning of a prize as small as a grain of mustard seed may lead to rewards so great that their weight will shake the very foundations of the globe. (80-401) Totals: (368-1828)

Exercise 67

There are times when one may be the winner of a prize of untold value and still there

may be no loser. In such cases there is selfdom in the mind of the winner any idea that he will get a prize or that he will be rewarded in any way for his effort. As a rule he sees something which ought to be done and he goes at it for pure love of the work. Such a man labors on in the line of his duty, or what he believes to be his duty; he does the very best that is in him in the place in which he is put, and when the prize is handed to him, as it is sure to be, it is more of a surprise to him than it is to anybody else. (140-624)

A few years ago a man wrote a book. He had never written one before, so far as I know, but he believed that he had a story to tell—it was locked up in his brain and he wanted to get rid of it—so he wrote it out and sent it to a publisher and sat down to await the result. He did not have to wait very long for his copy came back without loss of time and with it the usual printed form with thanks to the author for sending and an apology for not using the matter. But the man had faith in himself—something we all must have if we hope to win—and he also had faith in the work he had done. He knew the story of Bruce and the spider and was willing to try again and to keep on trying to the end of the chapter if need be. So he kept that copy on its travels hoping to find somebody who would print it, and at last he did. At length the book was printed and copies sent to the critics, as is the custom, and these latter decided, honestly enough, that there was not much to praise in the story, as a story and that what there was in the way of a plot in it was weak and crudely put together, but—and in that “but” they showed their right to be called critics—that they saw in the book a spark of genius which might be fanned into quite a blaze in the end. A short time afterward the author died and before it had become known that he had won one of the big prizes in literature. (292-1385)

approval if any change or corrections are may be remitted at your convenience and is necessary please return the papers at once only mentioned to save you the trouble of anticipating your inquiry we will say that the making inquiry very truly yours foulke & cost of service of this kind is \$10.00 this sum eckels by *f w foulke*

Specifications

For a double garage for James H. Buchanan, 272 Garfield Avenue, Wintertown, Mo., According to the plans and drawings prepared by Architects Foulke & Eckels, registered architects, of St. Louis, Mo., [*current date, and paragraph*]. All finishing shall be of the best quality. Parties figuring on this work will submit samples of the different materials to the Owner for his selection. *General Conditions.* Labor and Materials: The Contractor shall provide all materials and labor necessary for the complete execution of all the work described, shown, or implied in the specifications. Description of Work: Every part of the work, including everything necessary to complete it, described in these specifications, or shown on the drawings, shall be built up in a perfect manner. Superintendence: The Contractor shall give his personal superintendence to the work, and shall keep constantly on the ground a competent man, who shall receive instructions from the Contractor. Liability for Damage: The Contractor shall be answerable for all damage to neighboring property through any operation under his charge. Insurance: The Owner will keep the building insured, but the Contractor shall pay one-half of the total cost of insurance up to the time the building is completed and accepted. *Excavation and Masonry.* Excavation and Grading: Will be done by the Owners. Mortar: Mortar shall be mixed with pure cement in the proportion of one part of cement to three parts of the very best clean, sharp sand. Portland Cement: Portland cement shall be equivalent to Atlas. Concrete: Ram the earth below the floor level and solid. Cover with a layer of concrete 3" thick, made in the proportion of three parts of clean, coarse gravel to four parts of clean, sharp sand and one part of cement. Cover this with a coat of one part of Portland cement, and two parts sand, 1" thick. Mark with a deep groove all plumbing pipes. Brickwork: Build up as shown on plans, elevations, and sections of dark water-struck tapestry brick, all underpinings laid in Portland cement mortar, stained as directed. *Carpenter Work.* Roof: Cover the entire roof of the garage with a square-edged spruce of widths not exceeding nine inches in width, all thoroughly nailed. Shingles: Cover entire roof of building with extra, selected green cedar shingles, laid $4\frac{1}{2}$ " to weather, all laid in the very best approved manner. All nails shall be galvanized iron. Window frames: All window frames shall be made of the best, clear white pine with hard pine pulley styles and parting beads, where double hung sash are shown. Door Frames: All door jambs shall be of thickness as detailed. Doors: The doors shall be built upon pine cores. Glazing: Glaze all sash and doors with the best quality glass. Foulke & Eckels, By *F. W. Foulke*.

Incoming Letter 2

Foulke & Eckels, 86 Leasure Street, St. Louis, Mo. Attention Mr. F. W. Foulke. Gentlemen: The set of specifications and drawings for the double garage to be erected on the rear of my lot, 272 Garfield Avenue, this city, which you submit for my approval,

are perfectly satisfactory in every detail. You will find enclosed my check for \$10.00, which will close this particular transaction. You will hear from me in the course of a month or so in regard to specifications for the building of a house and garage on an adjacent lot. Very truly yours, *James H. Buchanan*. (Transcribed by IVE.)

There is not a library in the English speaking world today but has that volume on its shelves and the realm of fiction has not in it a character more widely known than the one that gave its name to the book, David Harum. (44-221) Totals: (476-2230)

Exercise 68

Here was a case where no special prize was in sight when the work was begun and yet it appeared fast enough when it was found that it had been won. It is always, for as I have said, there is no honest effort made but has its reward, its prize. Fame, glory, honor, those are prizes which can only come at the end, while at the beginning they can be seen but dimly, if at all, but they are prizes, all the same, prizes for which men have toiled and suffered ever since the world began. Very few of those who have won a niche in the Hall of Fame have been able to catch a glimpse of the prize until after the race was over; each fought for something which he knew to be right and came out victor, and to the victor belong the spoils. (149-740)

If this teaches us anything it is this: That one need not have in mind at all times the precise nature of the prize which will be the reward of effort well directed or of work well done, it is really the work alone which counts and all our attention should be given to that. If we give to the world the best that is in us, no matter in what line our endeavor may be, the chance of reward ceases to be a chance and becomes a surety. No man ever put his whole soul into his work, simply for love of the work itself and solely for that work's sake, but came out with a goodly prize at the close of the contest, a prize, bigger and better, it may be, than he ever dreamed of. Such

prizes are within the reach of all of us and the winner never fails to get them in good measure. (159-774) Totals: (308-1514)

Exercise 69

We live in an age of speed and in every line of endeavor it will be found that the cry is speed and then more speed. That there must be no diminution in quality goes without saying and it is something which need never be mentioned because it lies at the foundation of all things. Speaking broadly a thing which is not accurately done is not done at all simply because it must be done again and the first doing ceases to be of value to any one. (88-451)

In every field of labor there is a set standard of quality and that standard is the best that can be done, and for that reason quality is a thing which we need not trouble ourselves about when we talk of winning. In all we do we must hold to the old standards of safety and accuracy, but with them must come speed and again more speed, until the limit, if there be one, shall be more than reached. (79-401)

The typewriter is a speed machine, and its marvelous progress can be explained in no other way than by accepting that fact. It is used in order to increase the daily output of the office and if it were no more speedy than the pen it would soon lose its commanding position because it would stand on a par with that pen and of course as many workers would be required as with the pen. It is only when it does many times the work of the pen that it shows its true value, and coming right down to bottom facts it is speed alone which has placed it where it is and has made it the most valuable piece of office furniture ever contrived by man. (229-635) Totals: (396-1487)

It is just as well to remember that after all business is not the whole of life. To be sure, it is a very large part and a very important part. Still, life has many sides beside the business side. An excellent man of business may be a bad citizen, a bad father, an unhappy man. One may succeed in business and yet make a failure of life; and it is possible to fail in business and yet to make life a glorious success. In short, business is in truth a means to an end. That end is a good, all-round life. Without the products of business activity such a life is difficult; but the means should not be mistaken for the end. Suppose one succeeds in getting a large fortune and nothing else. What does he amount to? He has money with no sort of idea as to the best use. He has power and doesn't know what to do with it. He is like a superb steam engine, which has been built up with great labor and pains, which works magnificently, but which runs nothing but itself. He has only got possession of a tool.—Harry Pratt Judson

1033

Building Specifications

Specifications consist of definite and detailed instructions and requirements for the building of anything, be it a house, a bridge, an engine or any other kind of work. In addition to the rules for typing on legal paper, the following rules apply to the writing of specifications:

1. Center main headings and begin subheadings at the left margin.
2. Headings may be typed in capitals and underscored; in small letters and underscored; or in capitals only; but the style of heading must be uniform throughout one set of specifications.
3. Prepare an index. (Illustration No. 65.) Write each main and subheading, followed by the number page on which it appears, on a separate slip of paper. Sort the main headings into alphabet order. Sort each group with one main heading into alphabet order according to the subheading. Type the index from these slips. Indent subheadings five spaces to the right of the main headings, using either the period or hyphen to type a leading line from each subject to the page number. Space once after

the subject before beginning the leading line and either once or twice after the line before typing the page number—once if the page number consists of two figures and twice if it consists of but one. Each unit must be typed under unit in all cases. If the subject matter appears on two or more pages, begin far enough to the left to keep the right margin even.

In this budget the specifications do not cover many subjects so the index may be placed on the title page below the title page items. Center the word INDEX two single spaces below the last item on the title page. Single space the tabulation beginning two single spaces below the word INDEX.

For your convenience, the main headings are in italics. The subheadings are followed by colons. See page 178 for example of arrangement of headings.

Incoming Letter 1

272 Garfield Avenue, Winnertown, Mo.
[Dated two days previous to current date.]
 Messrs. Foulke & Eckles, 86 Leisure Street,
 St. Louis, Mo. Gentlemen: Will you please
 prepare a set of specifications and drawings
 for a double garage to be erected on the rear
 of my lot at 272 Garfield Avenue. The house
 is of the semi-bungalow type. The walls of
 the first story are of tapestry brick. The roof
 and the walls of the second story are built of
 green cedar shingles. I wish, of course, to
 have this garage in keeping with the house.

Kindly have these specifications drawn at
 your earliest convenience, and I will give
 them a prompt reading. Very truly yours,
James H. Buchanan. (Transcribed by IVE.)

Outgoing Letter

*[Type the date line and the address to accord
 with the foregoing letter.]*

dear sir we trust the duplicate set of specifica-
 tions and drawings for the erection of a
 double garage on the rear of your lot at 272
 garfield avenue your city which we are en-
 closing with this letter will meet with your

Exercise 70

If all I have said be true, and I can see no flaw in it, then the prizes which are to be won on the machine, or, to put it another way, the dollars which are to be had from its use, must come from the speed of the operator and from little else. As a rule that is so and the salary will depend on the quantity of work turned out in a given time. (76-349)

There is nothing that can be bought or sold that is not measured by the inch, the quart or the pound. If your neighbor does twice as much work as you do every day then he will get twice as many dollars for doing it. And when it comes to quality—well, fresh eggs and cold storage eggs vary in price, it is true, but at the outset you should make up your mind to eschew the cold storage stuff and sell nothing in the way of labor that is not first-class. The best is never too good, so if you are wise you will make out your price list on the basis that as you furnish the best goods you are entitled to the best price, the amount being strictly in accord with the quantity; if you will do this you are sure to win. (146-715) Totals: (222-1064)

Exercise 71

And this brings us to the question of standards—what is the best in our line of work? To answer that question contests were begun many years ago and have ever since been the scale with which to measure individual skill the world over. And to show that to be one of the best, to get to the top, is not so big a task as you would think, I will say that the best of today is a hundred per cent better than the best of ten years ago and that the best ten years from now will be—well, it will be a good deal better than it is today, you may take the word of one who knows for that. To reach a standard which should show what the best really is, contests have been held and prizes won in every variety of effort. (147-712)

Auto races have been held almost since the first machine was built and there is no one thing which has added more to the value of that means of getting over the face of the earth. The worth of such contests does not lie solely in the proof that one machine is able to go faster than another, but trials of speed and endurance serve to bring to light all the weak spots in mechanism and as a result those weak spots are looked after and the outcome is a better machine in every way. I believe that nothing has done so much for the auto, whether it be a racing machine or a ten-ton truck, as the Gliddon trophy. (120-610) Totals: (267-1322)

Exercise 72

And how about our own trophy for speed and accuracy? I believe that it stands on a higher plane and accomplishes more than almost any other trophy in existence. In the first place it does just what is done by the Gliddon trophy for it tries out both operator and machine under the most severe test. It uncovers the weak spots in each and suggests the right remedy when one is found to exist, and if that were all it would alone prove it to be worthy of the place it holds, but that is not all, neither is it the best thing which lies behind it. Its real value lies in the fact that it shows by actual trial what can be done by expert operators and puts on the bulletin board records which set the pace for others, for all who have a drop of red blood in their veins. (152-772)

More than that—the value of our trophy to every business man in the country can not be computed, for almost by itself alone it has raised the standard of machine work a hundred fold in the past decade in every business office, or to put it another way, it has doubled the output of a thing which is one of the chief aids to business, if not its chiefest aid. The business man gets his office help from the school, and the records made

SPECIFICATIONS

For a double garage at

272 Oliver Avenue

St. Louis, Mo.

I N D E X

General Conditions

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Description of Work	1
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Labor and Material	2, 3
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Excavation and Masonry

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Concrete	6, 7
Excavation and Grading	8
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Carpenter Work

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Glazing	12, 14
Roof	15
Shingles	15
Window Frames	16

Johnson & Bradley

Architects

St. Louis, Mo.

in striving for the trophy have taught schools that they must follow the best methods of teaching. (102-536) Totals: (254-1308)

Exercise 73

I think I am stating only facts when I say that there is hardly a typist in the land who can not equal any record thus far made if he will but put all his faculties to their best use. The trophy has never been won by a freak or by one abnormally gifted in any way, but only by those who have set their minds to the task and have used their time and such ability as they possess to the best advantage—things which every one can do if he will. The records are a yardstick by which we can measure our own worth for in as much as we fall short of the figures made we fall short of the effort which we should make in order to perfect ourselves. (132-642)

It is a simple proposition—if your figure is but half that of the best record then you are just one half as good as you might or should be. If you are willing to remain at that point, all right, or rather all wrong—at any rate it is up to you alone and means that your prize is but one half of what it could be. If you are content with being half a winner, or with winning half a prize, then

BUDGET IX

Exercise 75

DIRECTIONS: Margins, 15 and 65. Tabular stops, 20 and 35. Spacing: Use either double or single spacing. Determine this by noting the length of the letter to be written and studying the models which have been given.

Dear Sir: We can not comply with your request of May 5, because we are entirely out of the particular style of boots you want. They are of French manufacture and have not been made during the past two years. (Paragraph.) We are enclosing a circular which we think may be of interest to you. Yours truly, (56-290)

Exercise 76

Dear Miss Long: Recently some of our friends who long have been subscribers to

there is nothing more to be said, but if you are not content, then the remedy is in your own hands and the task is not a tithe as great as you may imagine it to be. (121-561) Totals: (253-1203)

Exercise 74

Positions are a good deal like apples, those that are easy to get lie on the ground, under the tree, and are sure to be found jammed or wormy or rotten, but there are many people who are too lazy to do more than to stoop down. Those which hang low on the tree are hard and green and are apt to give one the stomach ache. It is only at the top of the tree that you will find the best fruit where the rains have washed off the dust and the sun has painted rosy cheeks. But to reach the top you have to do a deal of climbing and it is hard work to climb trees. You may prefer to lie on your back under the tree with your mouth wide open, hoping that a juicy apple will drop into it, but take my word for it, the apple is more likely to drop just outside the opening and damage your countenance. It is mighty poor policy to trust to luck when, by hard work, you can grab the thing you are after. (186-896)

one or more of our publications have been annoyed with renewal notices asking them to renew their subscription. (Paragraph.) Your subscription is due to expire in December, 1929. Therefore, please ignore the renewal notice which was sent to you by mistake. Yours very truly, (59-348)

Exercise 77

Dear Sir: You want to keep your car looking new for as long a time as possible. We believe that Long's Snubbers can help you check depreciation, one of the greatest causes of wear and tear of motor cars. (Paragraph.) Long's Snubbers not only check the excessive rebound but afford riding qualities that are well worth their cost. They lessen the

right to distrain for the same, and to re-enter and take possession; and if the Tenant shall violate any of the foregoing covenants on its part herein made, the Landlord shall have the right without formal notice to re-enter and take possession; and if the property shall be destroyed or rendered untenable by fire or unavoidable accident, the tenancy hereby created shall be thereby terminated, and all liability for rent thereunder shall cease upon payment proportionately to the day of fire or unavoidable accident. (*Paragraph.*) And it is also further agreed, That this agreement, with all its provisions and covenants, shall continue in force from term to term after the expiration of the term mentioned; provided, however, that the parties hereto, or either of them, can terminate the same at the end of the term above mentioned, by giving at least sixty days' previous notice thereof in writing. (*Paragraph.*) In Testimony Whereof, the said parties have hereunto subscribed their names and affixed their seals the day and year first above written.

Witnesses:

----- (SEAL)

X----- (SEAL)

Incoming Letter

210 North Street, Washington, D. C. [*Type the date line to accord with the preceding letter and lease.*] Gentlemen: I am enclosing a copy of the lease for Mr. Donaldson, agent of the Emporia Engineering Works, signed and witnessed according to your instructions. Please accept my thanks for the prompt and satisfactory result of this first piece of business with you. Although I have not quite decided to do so, I am thinking seriously of disposing of my old home at 470 Garfield Avenue. If I decide to sell, I shall write to you immediately. Very truly yours, (Mrs.) *Clara E. Ellison.*

BUDGET XLIII

Concentration Drill

petition testator licenses legacies lawsuits notation evidence
clause cancel debtor patent attest incumbent possessed complaint
equity client devise revoke referee survive adverse witness attorneys
litigate session summons alleges chuck lathe lever pivot sheave collet
flange pinion reamer splice swivel pulley turbine angular fulcrum

Acceleration Drill

there has been no change in we are very much interested we are forwarding
have given satisfactory results if there is any further information that
we are not in a position to quote we do not handle this the enclosed list
due to local conditions upon investigation we learn to sum up the situation
it is impossible for us we are in position to give pending receipt of advice

wear and tear on your car by at least 20%. (*Paragraph.*) May we have our demonstrator call and show you how Long's Snubbers can save you money and give you more comfort when driving your car? Yours very truly, (98-538)

Exercise 78

Gentlemen: We are returning for correction your Bill #148,259 covering shipment of three cars of Bending Oak, Order #410. Our check at the time of unloading shows that the shipment was short 1286 ft. (*Paragraph.*) Please check these figures with your loading tally, and send us a corrected bill as soon as possible. Yours very truly, (58-318)

Exercise 79

Dear Sir: For many years the standard of comparison in automobile riding comfort has been to say, "It rides like a Chaise." (*Paragraph.*) Along with increased size,

power and speed, the new Series II Chaise possesses riding comfort in greater degree than ever before. No other car has so many features which contribute to riding comfort. (*Paragraph.*) Only a real demonstration ride can give you an adequate idea of what "Chaise comfort" means. Yours very truly, (74-438)

Exercise 80

Dear Madam: We regret that we can not furnish you the new style of imported Voile at 72¼¢ a yard. This quotation was made to charge customers in a special notice announcing a private sale which was the latter part of last month. The regular price on the imported Voile is 98½¢ per yd. (*Paragraph.*) We have this material in all colors, and shall be very glad to send the number of yards you need if you will give us your order either by letter or telephone. Prompt delivery is guaranteed. Respectfully, (91-4%)

BUDGET X

Exercise 81

Genius is nothing but the power of making a continuous effort. Fix in your mind the thing you are going to do, the thing that is worth while, and then do it with determination. (34-179)

A salesman is a genius who has the power of living up to the motto "This one thing I do," the power of continuous effort. The genius of being successful can be reached by applying great diligence to this continuous effort; by keeping everlastingly at it. (46-255)

There is no obstacle that can not be overcome by the man who puts force and intelligence into his work. Obstacles are great only through lack of trying diligently and continuously to overcome them. They will be overcome unless there is an inherent weakness of purpose on our part.—R. J. James (52-294) Totals: (132-728)

Exercise 82

NOTE: To center a heading, move the carriage to the center of the scale. Back space once for each two letters or spaces in the heading and begin writing at the point where the back spacing for the heading is completed.

HAPPINESS

FIRST: Commit a gem to memory every day—a bit of poetry, a Bible verse, a noble thought. (18-90)

SECOND: Look for something beautiful every day—a flower, a silver cloud, a golden star. (15-89)

THIRD: Do something for somebody every day—a bright cheerful smile, a cordial good-morning, a word of encouragement—the little courtesies which help to enrich the lives of others and beautify our own characters.—Alice Freeman Palmer (38-236)
Totals: (71-415)

Budget XLII consists of a letter accompanied by a duplicate copy of a lease, ready for the signature of the property owner; and a return letter from the owner accompanied by one copy of the lease for the renter, The Emporia Engineering Works.

The owner of the property is a widow. She must, of course, pen sign her name to all papers and correspondence but in order to inform the persons with whom she deals that she is Mrs. Ellison and not Miss Ellison, the title Mrs. will be typed in parentheses on the same line preceding her pen name at the end of each of her letters. It is not customary to so sign papers of a legal nature.

Mr. Richardson, the manager of the Dayton Realty Company, is a poor penman and requires his name instead of his initials to be typed in the reference line which usually shows the initials of the dictator and those of the transcriber.

Attach the signed carbon copy of the lease to the back of the letter from Mrs. Ellison by means of a paper fastener. The unsigned ribbon copy of the lease will be placed under the flap of a legal envelope beneath the outgoing letter and its carbon in readiness for approval and signature.

Outgoing Letter

dayton ohio [*current date*] mrs clara e ellison 210 north street washington d c dear madam we thank you for giving us the privilege of handling the rental of your property at 470 garfield avenue and that of the ellison office building at the corner of euclid and delaware streets the dayton transfer company handed us the keys of the house garage and office suite yesterday we examined both properties this morning and find them in first-class condition mr matthew m donaldson of this city with whom we believe you are acquainted was looking for a suite of rooms in the location of the ellison building we called

him up this morning and had him go over with us to see the suite we had to offer with the result that we are sending the duplicate copies of the lease which accompanies this letter ready for your signature will you please have the witness to your signature sign on the line marked x just beneath the name of mr donaldson's witness and return one copy for mr donaldson's files we are sending our check for the first month's rent less our charge of one dollar for collection fees further remittances will be made on the tenth day of each month very truly yours the dayton realty company frank d richardson manager [*Do not fail to type Mr. Richardson's name in the position in which he requests it.*]

Lease

This Agreement, Made this [*current day*] day of [*current month*], 19 , between Clara E. Ellison, Landlord, and the Emporia Engineering Works of Emporia, Ill., Tenant, (*Paragraph.*) Witnesseth, That the said Landlord hereby rents to the said Tenant, the suite of rooms numbered 220, 222, and 224, situated on the second floor of the building designated as the Ellison Building located at the corner of Euclid and Delaware streets, Dayton, Ohio, for the term of three years, beginning on the first day of [*next month*], 19 , and ending on the thirtieth day of [*three years from the last day of the current month*], at a rental of one hundred and seventy-five dollars (\$175.00) a month, payable in advance. (*Paragraph.*) And the said Tenant hereby covenants with the said Landlord to pay the rent as aforesaid, keep the premises in good order, and to surrender the peaceful and quiet possession of the same at the end of the said term, in as good condition as when received, the natural wear and decay of the property and unavoidable accidents excepted; and further, that the said Tenant will not do, suffer, or permit anything to be done, in or about the premises which will contravene the policy of insurance against loss by fire; nor use nor permit their use, for the purpose other than those of business, and will not at any time assign this agreement, or sublet the property thus let or any portion thereof, without the consent in writing of the Landlord or her representatives; and further, that whatever alterations or repairs the said Tenant shall be permitted to make shall be done at its own expense. (*Paragraph.*) It is further agreed, That if the rent shall be ten days in arrears, the Landlord shall have the

Exercise 83

Gentlemen: We are in the market for four cars of 4/4 common and better Chestnut. Please give us your very latest quotation on this lumber and state the earliest date of delivery. Please quote f. o. b. cars, Cincinnati. Yours very truly, (42-240)

Exercise 84

My dear Mr. Brown: We regret that we do not have an opening which would be of interest to you just at this time. However, your application and references have been filed and should an opening occur at any time soon, you will hear from us. (*Paragraph.*) Your training and experience would make you a very valuable man for this company, and we hope it will be possible at an early date to offer you something which will appeal to you. Sincerely, (87-433)

Exercise 85

The hyphen is used at the end of a line to indicate the division of a word. (17-75)

In longhand or printed material, the dash is a straight line without a break. In typewritten material, the dash is made by striking the hyphen twice, spacing neither before nor

Exercise 87

Is it not a strange fact that while men know with no doubt that what they sow or plant in the soil will come back to them in exact kind, that it is not possible to sow corn and get a crop of wheat, they entirely forget this law when it comes to mental sowing? On what principle can we expect a crop of happiness and pleasure when for years we have been sowing seed thoughts of exactly the wrong kind? How can we expect a crop of health when we are all the time sowing disease thought seeds? (99-492)

We would think a farmer insane who should sow thorn seeds all over his farm

after. This gives a broken line, but is the accepted form for the dash in typewritten work. (47-270)

Two spaces must follow the period, colon, interrogation point and exclamation point—one space after all other points. When punctuation is followed by the quotation marks, the spacing follows the rule laid down for the punctuation point, viz: A colon followed by quotation marks calls for two spaces after the quotation marks—a comma followed by quotation marks should have but one. (62-388)

An error must be charged in every word where the shift key is incorrectly used. If parts only of the proper character appear, it is an error; if the complete character is plainly discernible, it is no error. (38-208)
Totals: (164-941)

Exercise 86

Dear Sir: We thank you for your letter of February 6. We appreciate the promptness with which you answered our request for further information concerning your credit rating. We feel sure that there will be no difficulty about granting you the credit which you requested. Yours very truly, (48-293)

BUDGET XI

and expect to reap wheat. But we sow fear thoughts, worry thoughts, anxious thoughts, doubt thoughts, and wonder that we are not in good humor. The harvest from our mind is just as much the result of law as that of the farmer's sowing. From seed corn we only grow corn. A man's success is the harvest, big or little. A man who sows failure thoughts can no more reap a success harvest than the farmer can get a wheat crop from thorns. If he sows good seed, he will have a good harvest. If we sow the thoughts of abundance, of plenty, we shall reap according to this; but if we sow the mean and stingy thoughts we shall reap

a poor harvest. In other words, the life harvest must go after the mind. When we see a selfish face, we know it is the harvest of selfish sowing. On the other hand, when we see a calm, inspiring face, we know that it has come from the sowing of good thought seeds. (189-974) Totals: (288-1466)

Exercise 88

A person who should take a knife and begin to slash his flesh until the blood began to run from it would be shut up in an insane asylum; but we are all the time cutting our mental selves with the edged thought-tools—hatred, revenge, anger—and yet we think we are sane and normal. Every thought is a seed from which grows a mental plant and the same as itself. If there is a venom in the seed thought-plant, there will be venom in the fruit which will poison the life, which will stop our happiness and success. If you sell yourself to your desires, you must expect the harvest to be the same. A man who sells himself to a selfish life, a life of taking and never giving, must not complain if there are thistles and thorns in his harvest. (143-743)

Life is just to us. It gives us what we pay for. The truth is, many of us ask for things and we are not willing to pay the price, and, of course, we receive only as we pay, for Nature keeps a cash store. She gives us all we pay for; we can not take away a thing if we do not pay the price. (66-292)
Totals: (209-1035)

Exercise 89

The coming man will know that if he wants to produce a crop of prosperity he must not sow failure or poverty seeds. He will sow the seed that will give the crop he wants. If he wants to have a crop of character, he will sow the seeds of love; and he will know that if he sows seeds of hatred and revenge he will get the same kind of a crop. (73-342)

The body is simply a shadow of the mind; it can not be anything else. It would not be

possible for a person to hold only thoughts of love in mind and not have the body the same. It is only a question of time. There is no guess-work about the process. There is an absolutely inexorable law: Like must produce like. It is not possible for a thief to injure the person he steals from half as much as he injures himself. If we would be good to ourselves we must be good to others also. We can not strike our neighbor without getting the blow ourselves. (106-556) Totals: (179-898)

Exercise 90

Gentlemen: We have just completed a survey which gives very accurate data as to the relative length of life in the average office of four different types of office equipment. This information will be sent you upon request. (*Paragraph.*) If you are interested in this impartial study of office equipment, write us and we will place our findings at your disposal. Yours very truly, (63-368)

Exercise 91

Gentlemen: Fire Insurance Policy #16749 was lost in a fire which destroyed my dwelling, a report of which was made to you by your local insurance agent under date of April 10. (*Paragraph.*) Claim for damage has been made to your local agent, but the policy can not be surrendered because the fire destroyed the house and contents. (*Paragraph.*) I trust payment for damages due me under the policy which I have with your company will not be held up. Yours very truly, (82-425)

Exercise 92

Dear Madam: We regret that we can not accept the return of the goods which you bought at our store. We have a store ruling which makes it impossible for any department to accept the return of goods kept out longer than ten days. As you have had the goods in your possession for three weeks, we

BUDGET XLII

Concentration Drill

inure parol venue caveat decree codicil counsel escheat legatee
payroll validity subpoena replevin rebuttal averment bequeath
chateaus citation mandamus testator alienate executor litigious
signatory appellant acquitted irrelevant tantamount respondent
attestation persecution indictment adjudication infringement

Acceleration Drill

we enclose duplicate if you have not purchased we are unable to continue
we make future shipments with this fact in mind some information as to our
this is a necessary precaution we await your decision with a great deal of
please refer to our order notwithstanding our instructions they have given
we are in position to furnish we are returning to you according to our former

Speed and Accuracy Drill

STROKES

Nothing is more injurious to the chances of a young man in business	68
than an over-indulgence in the pleasures of what, for want of a better	139
word, we call society. No mind can be fresh in the morning that has	208
been kept at a tension the night before by late hours, or befogged	275
by indulgence of late suppers. We need more sleep at twenty-five	341
than we do at fifty, and the young man who grants himself less than	409
eight hours' sleep every night just robs himself of so much vitality.	479
The loss may not be felt or noticed at the time, but the process of	547
sleeping is only Nature's banking system of principal and interest.	615
A mind capable of the fulfillment of its highest duties should be	681
receptive to ideas, quick to comprehend, instantaneous in its concep-	751
tion of a point. With a fresh mind and a clear brain a young man has	821
two of the greatest levers of success. These can not be retained under	893
social indulgences. The dissipation of a night has its invariable influ-	967
ence upon the work of the morrow.—Edward W. Bok	1016

A Lease

A lease is a contract between the owner of a property and the party renting it. (Illustration No. 64.) Printed lease forms are generally used but in special cases the lease is typewritten in its entirety. The printed forms have open spaces in which is typed a sufficient description of the property, with the amount and time of each payment, and any special agreement between the parties. All the rules for typing, folding, endorsing and binding legal papers apply to the preparation of a lease.

The following Landlord and Tenant's Agreement blank, or as it is commonly called, a Lease, illustrates the following:

1. The proper relation of typewriting to the line in the printed form.
2. The use of the underscore and diagonal as a means to denote inserted expressions.

are unable to grant you permission to return them for credit. (*Paragraph.*) Please be assured that we are anxious to serve our customers in every way possible. We know you will understand the necessity for a ruling which will establish uniformity of procedure in handling matters of this kind. Very sincerely yours, (108-598)

Exercise 93

Did you ever watch a man working at a turning lathe? He has a stick of wood between the holders. His chisel has been cutting away the corners until at last the perfect form has been brought out. But the stick is not perfect yet. It has many a rough place in it, in spite of the work of the sharp chisel. How now shall the workman go on to finish his task? Watch him as he picks up a piece of sandpaper and holds it up to the thing he has been shaping. The dust flies as he presses the rough thing against the sides of the rapidly moving piece of wood. Once in a while he takes the paper off and looks at the wood. It is becoming smoother now. A moment more and he takes it out of the lathe and puts it away, a finished article. (150-735)

It hurts to be made perfect. We shrink from the hard work that lies between us and a complete education. The days are long. The lessons are hard. We stop and look out where the sun is shining and we wish we were like the birds, happy, bright, and free. But that is not the way of the best education.

Supplementary Word Drill

Directions: Write ten lines of each group.

1. drill royal stood final guest weigh glass tenth stamp wreck
2. August flight change rather spring vessel debate senate fourth
3. century foreign proceed subject witness history recover teacher
4. Sunday arrest supply driven annual empire repair Friday summon
5. October finally various o'clock popular several Tuesday station
6. buy lot doctor family refuse famous retire avenue visitor diamond

There must be the sharp sandpaper of study, running down through the years until at last all the rough places have been smoothed away. (84-440)

We long to be better, truer men and women, but it costs to reach the state. Between us and the full-rounded manhood for which we yearn lies much of sandpapering.—Hallock (31-171) Totals: (265-1346)

Exercise 94

Gentlemen: We wired you this morning as follows:

“Wire date of shipment our Order 206. Goods not yet received. Have tracer started from point of shipment.”

We are in immediate need of the goods ordered from you, our Order #206, dated April 29, and ask that you do everything possible to have this order delivered without further delay. Yours very truly, (61-370)

Exercise 95

Gentlemen: In response to your telegram concerning Order #206, we have just wired you as follows:

“Shipment your Order 206 will be made tomorrow without fail. Guarantee prompt delivery.”

We regret exceedingly that this shipment has been delayed, but we will follow the shipment with a tracer in order that the delivery may be made without further loss of time. Very truly yours, (63-384)

Agency Contract

This agreement, made on this [*current day of current month*], A. D. 19 , by and between the Emporia Engineering Works, a corporation of Emporia, Ill., party of the first part, and Matthew M. Donaldson, of Dayton, Ohio, party of the second part, witnesseth: (*Paragraph.*) That, Whereas, party of the first part is about to open a branch office, to be located at Dayton, Ohio, for the sale of their engines, said party of the first part hereby engages the services of Matthew M. Donaldson, party of the second part, as manager of said office. (*Paragraph.*) It is hereby agreed that party of the first part shall pay to party of the second part a salary of five hundred dollars (\$500.00), payable on the 10th day of every month, from [*the first day of next month, 19 , to a date one year from the last day of this month*], and that this contract shall be in effect for one year. (*Paragraph.*) Party of the first part hereby agrees to pay all reasonable office expenses, including rent and salaries of such help as shall be agreed upon from time to time between the parties hereto. (*Paragraph.*) It is further agreed that the party of the second part is to have the exclusive selling privileges of the engines manufactured by the Emporia Engineering Works within the territory of south-western Ohio, and that he shall give his undivided time and attention to the business of the party of the first part, and will engage in no other business or occupation while in the employ of the party of the first part. (*Paragraph.*) It is also agreed upon that the party of the second part will be governed at all times by the instructions of the party of the first part in regard to all contracts entered into with third persons for the party of the first part, and will render a report of every sale at the time of such sale, giving detailed account of engines sold, with prices and terms of sale; and will submit each month an itemized list of office expenses. The party of the second part also agrees to make all collections for engines sold by his office, making remittances of funds on hand as directed by the party of the first part from time to time. (*Paragraph.*) In testimony whereof, we have hereunto affixed our hands and seals, the day hereinabove written.

Witnesses:

Emporia Engineering Works (SEAL)

_____, General Manager
 Party of the first part

 Party of the second part
 (SEAL)

Exercise 96

I do not despise genius—indeed, I wish I had a basketful of it instead of a brain, but yet, after a great deal of experience and observation, I have become convinced that industry is a better horse to ride than genius. It may never carry any one man as far as genius has carried individuals, but industry—patient, steady, intelligent industry—will carry thousands into comfort and even into celebrity, and this it does with absolute certainty; whereas genius often refuses to be tamed and managed, and often goes with wretched morals. If you are to wish for either, wish for industry.—Julian Ralph
(105-609)

Exercise 97

The Boomerang

When a bit of sunshine hits ye,
After passing of a cloud,
When a bit of laughter gits ye
And ye'r spine is feelin' proud,
Don't forget to up and fling it
At a soul that's feelin' blue,
For the minit that ye sling it
It's a boomerang to you.

—Capt. Jack Crawford

Exercise 98

We live in deeds, not years; in thoughts, not breaths;
In feelings, not in shadows on a dial.
We should count time by heart-throbs. He
most lives
Who thinks most, feels the noblest, acts the best.

—Philip James Bailey

Exercise 99

Do you want a better position than you now have in business, a better and fuller place in life? All right; think of that better place and you in it as already existing. Form the mental image. Keep on thinking of that higher position, keep the image constantly before you, and—no, you will not suddenly be transported into the higher job, but you will find that you are preparing yourself to occupy the better position in life—your body, your energy, your understanding, your heart will all grow up to the job—and when you are ready, after hard work, after perhaps years of preparation, you will get the job and the higher place in life.—Joseph H. Appel
(120-662)

Exercise 100

IT ISN'T THE WORLD—IT'S YOU

You say the world is gloomy;
The skies are grim and gray,
The night has lost its quiet—
You fear the coming day?
The world is what you make it,
The sky is gray or blue
Just as your soul may paint it
It isn't the world—it's you!

Clear up the clouded vision,
Clean out the foggy mind;
The clouds are always passing,
And each is silver lined.
The world is what you make it—
Then make it bright and true,
And when you say it's gloomy,
It isn't the world—it's you!

The first line of the page is usually typed twelve double spaces from the top of the sheet. The exact arrangement of the rest of the page will depend on the

items included, but an effort should be made to have it as attractive as possible.

Folding, Endorsing and Binding

After a legal paper and its title page have been typed, the sheets must be folded, endorsed and bound in the following manner:

1. Use a sheet $8\frac{1}{2} \times 15$ inches for a cover.
2. Lay the manuscript on the cover so the cover will project evenly at the sides and bottom.
3. Turn the wide projection at the top down over the pages so that the tops of the pages will fit snugly into the crease.
4. Turn the bottom of the cover with the manuscript pages up until the bottom of the cover is even with the fold at the top, and crease the new fold neatly.
5. Carry a third fold up even with the first and again crease.

This budget consists of an outgoing letter accompanied by the duplicate copies of a contract and an incoming letter. The letter to Mr. Donaldson requests the witness to sign on the line marked x. Type this x at the beginning of the second witness line. Type the word "SEAL" in parenthesis as shown at the ends of the signature lines. Mr. Donaldson is a poor penman and wishes his name typed under the space that is to be occupied by his pen written name.

Letters to accompany legal papers should be folded fan-like as were the bills of lading, or according to the directions given on page 91. The legal paper is placed behind the letter when it is inserted into the envelope.

Incoming Letter

Dayton, Ohio, 2641 Fairview Ave., [current date]. Mr. V. S. Marshall, General Manager, The Emporia Engineering Works, Emporia, Ill. Dear Sir: After seriously thinking over the matter presented in your recent letter, I have decided to allow you to consider me when you are making your selection of a man to represent you in south-western Ohio. I am a graduate of Carnegie School of Technology, and I have had a little more than ten years of practical experience in building engines. Previous to my engine building experience, I was general manager of the Emporia Foundry and Machine Company. I have a wide acquaintance among manufacturers, and I believe I have their implicit confidence. Let me know what you have to offer. Very truly yours, *Matthew M. Donaldson*. [Name to be repeated in typewriting below the space allowed for the pen name.]

Outgoing Letter

[Type the date line and the address to accord with the foregoing letters.]

dear sir from what you write in your recent letter and from the favorable reports that we have received we are sure you are the man we need to represent us in dayton and vicinity so confident are we that we are enclosing our signed agency contract for your approval and signature we think the salary that we are offering is exceedingly attractive but the quick returns we are expecting from your association with us warrants the amount will you please read this contract carefully and if it meets with your approval have the witness to your signature sign on the line marked x just below the name of our witness and return one copy for our files immediately upon receipt of the signed contract we shall send to you our advertising literature models etc which we think will be necessary for you to make a good start we hope you will be able to find quarters suitable for conducting a business of our kind very truly yours the emporia engineering works v s marshall general manager

Fundamentals of the Business Letter

and Laboratory Practice

EFFICIENT and successful stenographers are not concerned only with the form or style of the letters written, but are also constantly studying business terminology, office procedure, and business ethics. The same should hold true for you while you are in school if you are to secure the greatest value from this course. You must learn to see the whole of a business transaction and trace through the correspondence the various details connected with each business deal.

You must sense the atmosphere of the offices from which the letters come, and must get something of the tremendous importance and dignity of the letters that successfully carry on the affairs of business concerns. For this reason, the letters given in each budget of Part II are a complete series in a particular transaction. Thus the letter forms and the particular terminology of the different offices may be studied and may become a part of your technical equipment.

The letters given in the following budgets of work are not merely "copy material"; they are actual business letters, written by business men, typed by successful stenographers, and successfully close a particular business transaction. Each budget of letters will give you an insight into the office procedure of a real office, where a definite routine is followed, where business men exact

of their stenographers a strict adherence to the ethics of their business, and where the letters must ever reflect the spirit of the organization and the ever-changing methods of our day.

Letters are written for the purpose of conveying a message to the reader. They must be accurate as to facts, clear, concise and complete in their content, and must give unmistakable evidence of a courteous attitude toward the reader. Vividness and vitality of expression give emphasis and originality to a letter. The dictator shares with the stenographer the responsibility for embodying all these characteristics in his business correspondence. The content of the letter is his to indicate, but the correct punctuation, spelling, syllabication, capitalization, balance, symmetry and arrangement will be the definite work of the typist.

Parts of a Business Letter

The opening lines of a letter consist of the date line, the address, the salutation, and sometimes a line stating the subject of the letter, or a line asking the attention of some definite person.

Date Line

If the names of the city and state are included in the printing of the letterhead, the date line is centered one double space below the last line of printing, unless there is some printing at the left margin that requires the date at the right margin to balance it.

If the letter is to be typed on plain paper, allow at least two inches for the letterhead space. In this case the date line will include the street address, and also the names of the city and state. The states are generally abbreviated in the date line, with the exception of Idaho, Iowa, Maine, Ohio, Texas and Utah.

The names of months should not be abbreviated. The date of the month is indicated by figures only, separated from the year by a comma. Be uniform in the use of all marks of punctuation. If the punctuation is omitted at the end of the address line, then the period should be omitted after the year in the date line.

Addresses

Mr., Mrs., Miss, or some professional title should always precede the name of an individual.

Messrs. precedes firm names composed of the names of two or more persons. The "&" character is correctly used in names of this kind. A corporation name, even if composed of the names of two or more persons, does not take the title Messrs.

The character "&" is correctly used only before Companies Co., Bro., or Bros., and Sons. The abbreviations Co., Bro., and Bros. are technically correct only after the "&" character.

The official title in an address is usually placed at the beginning of the second line and is followed by a comma and a space, but if the second line is very long a comma may be placed after the name, and the title placed at the end of the first line.

Title Page

Legal papers, like books, should be preceded by a title or persons involved. Any other particulars that will page. The title should consist of: The subject, the assist in identifying the instrument should also be given, names of the parties, the date upon which the paper was for instance, the name of the court in which the case is drawn, the place and the name and address of the person tried if the instrument is a report of trial proceedings.

AGENCY CONTRACT
between

JACKSON ENGINEERING WORKS

Dayton, Ohio

and

THOMAS L. BRADLEY
Cleveland, Ohio

May 21, 1927

AGENCY CONTRACT
between

JACKSON ENGINEERING WORKS

Dayton, Ohio

and

THOMAS L. BRADLEY
Cleveland, Ohio

May 21, 1927

John Clements
Attorney-at-law
Cleveland, Ohio

John Clements
Attorney-at-law
Cleveland, Ohio

A street name and number should be included in every address to aid in post office delivery. A street name consisting of a letter of the alphabet is not followed by a period. A street name consisting of a number should be spelled out if it is less than three figures.

The names of the city and state are usually typed on one line at the end of the address. The city name should never be abbreviated. State names Idaho, Iowa, Maine, Ohio, Texas and Utah should not be abbreviated at any time; other state names may or may not be abbreviated

if typed on the same line with the name of the city, but they should not be abbreviated when typed on a line alone.

Salutation

The salutation is followed by a colon. No other punctuation mark is correctly used in business correspondence after the salutation.

When addressing a man use Dear Sir: My dear Sir: or My dear Mr. Blank:

The diagram illustrates the layout of a letter on a single sheet of paper. The sections are as follows:

- Address:** Located at the top left, consisting of four horizontal lines. The first line is the longest, followed by three shorter lines of decreasing length.
- Salutation:** Located below the address, consisting of a single horizontal line.
- Body of Letter:** Located to the right of the salutation, consisting of four horizontal lines of equal length.
- Complimentary closing:** Located below the body of the letter, consisting of a single horizontal line.
- Signature:** Located below the complimentary closing, consisting of a single horizontal line.
- Title:** Located to the right of the signature, consisting of a single horizontal line.
- Reference Initials:** Located below the signature, consisting of a single horizontal line.
- Enclosures:** Located below the reference initials, consisting of a single horizontal line.
- Letterhead:** Located at the bottom left, consisting of four horizontal lines of equal length.
- Date Line:** Located at the bottom right, consisting of a single horizontal line.

Illustration No. 41. Diagram of a Letter.

BUDGET XLI

Concentration Drill

affix power arson bonus rider minor share mutual policy lapsed option
waiver mental paid-up release limited invalid annuity actuary capital
assigns cancels interim insured premium payable accident ancestry
survivor maturity casualty endowment fraternal hazardous indemnity
insurable renewable dividends actuarial calculate extension casualty

Acceleration Drill

we agree with you in part we shall be compelled if you are reasonably sure
we are prepared to give we do not wish to assume that you give us more time
a careful investigation of the facts that you give us further instructions
as soon as we receive a report from you if you will accept this proposition
in reference to your order we enclose samples it may interest you to know

Speed and Accuracy Drill

	STROKES
Two traps into which young men in business often fall are a disregard for small things, and an absolute fear of making mistakes. One of the surest keys to success lies in thoroughness. No matter how great may be the enterprise undertaken, a regard for the small things is necessary. Just as the little courtesies of everyday life make life worth the living, so the little details form the bone and sinew of a great success. A thing half or three-quarters done is worse than not done at all. Let a man be careful of the small things in business and he can generally be relied upon for the greater ones. The man who can overcome small worries is greater than the man who can override great obstacles.—Edward W. Bok	67 136 203 273 345 414 484 555 622 690 759

Legal Forms

A general familiarity with and an understanding of some of the more common legal forms is necessary if you are to meet the emergencies of business life. The forms of legal documents vary in different localities. They must be learned by studying the files of the office in which you are employed, but you can acquaint yourself with the ordinary procedure involved in making such forms as are most common.

Working Plan

1. Write on legal paper, 8½x13 inches.
2. Double space all material, unless otherwise directed.
3. If the paper has marginal rulings, set the right marginal stop three spaces to the left of the right margin and the left marginal stop one space to the right of the left margin. If the paper does not have marginal rulings, set the marginal stops at 10 and 70.
4. Type the top line of each page nine double spaces from the top of the sheet and make the bottom margin as wide as that at the left.
5. Number each page after the first in figures about one-half inch from the bottom, well centered between the right and left margins. Do not place the number in parentheses or between hyphens or follow it with a period. After the last page number, type the words "and last".

When addressing a woman use Dear Madam: My dear Madam: My dear Mrs. Blank: or, My dear Miss Blank:

When addressing a firm consisting of women use Mesdames or Ladies.

When addressing a firm consisting of men use Gentlemen.

Special Lines

On letterheads the word "Subject" may be printed at the left margin just below the letterhead printing. In this case the typist will carefully line up with the word and type the subject of the letter on the same line.

In other cases, the subject may be typed one double space below the salutation.

The expression calling attention to a special individual is typed between the address and the salutation. Beginning at the paragraph point of the letter usually brings it in the right position.

Above and below both "Subject" and "Attention of" should be a double space.

Complimentary Closing

In ordinary business letters use Yours truly, Yours very truly, or Very truly yours.

Capitalize only the first word of the complimentary closing.

If the marks of punctuation have been omitted in the address, the comma may be omitted after the complimentary closing. Its use in the complimentary closing, however, is considered good form even with the open punctuation in the address.

Firm Name Signature

A firm name should be typed exactly as the firm prints it in the letterhead.

The firm name is preferably typed in capitals, but if it contains a comma or a hyphen, it may be typed in lower case to avoid the likelihood of typing the asterisk or the question mark.

The firm name can be correctly omitted when the letter is typed on a letterhead, but it is usually typed as given in the style letters to follow this discussion.

Style or Letter Forms

After studying this careful and detailed analysis of the parts of the business letter, you are ready to begin the study of that which is equally important, the style or form in which the letters are to be written. Letters may be typed in any one of the following styles:

In what is known as the indented style, single or double spaced. This means that all lines do not begin at a common point at the left margin, certain lines being indented five or ten points. (See Style Letter 1, page 81.)

In what is known as the blocked style, which means that all lines begin at a common point at the left margin, the date line only being excepted. (See Style Letter 2, page 85.)

In a combination of these two styles, known as the

Official Title

Before typing the official title of the dictator, space up two double or four single spaces after the firm name or complimentary closing as the case requires. This is the space that will receive the penwritten signature of the dictator.

The name of the dictator may be typed on the same line and preceding the official title if the dictator's signature is not readily legible.

It is not often that the official title is omitted, but when it is, the word "By" can be used correctly on the line that is to receive the penwritten signature.

Penwritten Signature

Every letter should have a penwritten name in the closing lines. A rubber stamp signature in facsimile may be used on circular letters which are imitation typewritten letters or ones that have been produced on a duplicating machine. Even in this case it is better to have some one in a minor position sign the letters.

The penwritten signature should occupy its place above the official title.

Reference Initials

When a letter is transcribed the letter should show two sets of initials at the left margin two single spaces below the official title.

The first set will consist of the initials or name of the dictator. The name is given if he is a poor penman and the name does not appear in the typewritten signature. This set will be followed by a character as a sign of separation which in turn will be followed by the initials of the transcriber. Reference initials are used to place the responsibility of the letter.

The character used as the sign of separation will depend on whether the initials are typed in upper or lower case; if upper case, use the colon; if lower case, use either the hyphen or diagonal. If the first set are upper case letters and the second set lower case, any one of the three characters may be used.

Enclosures

If an enclosure is mentioned in the letter, type the word or the abbreviation, Enc., two single spaces below the reference initials.

If there is more than one enclosure, use the expression, Enclosures, or Enclosures 1, 2, 3, as the case may require.

semi-blocked style. This is similar to the blocked style except that the first lines in paragraphs are indented and the complimentary closing starts at 30 on the carriage scale.

In a semi-blocked style having lines succeeding the first line of paragraph beginning at a common point five spaces to the right of the left margin. The complimentary closing of this style begins at 30 on the carriage scale. It is commonly called the inverted paragraph style. (See Style Letter 3, page 95.)

we are sorry that there should be an ap- matter will be adjusted to our mutual satis-
parent discrepancy between your calculation faction very truly yours the baer dry goods
and our rendering but we are sure that the company inc *m l baer jr* manager

Statement of Account

THE BAER DRY GOODS COMPANY, INC.

Chicago, Ill.

SOLD TO MRS R T MIDDLETON

2698 NORTH MERCER ST

NASHVILLE ILL

[Dated the first day
of current month.]

		CHARGES	CREDITS	BALANCES
19				
[Month.]	1	1 HAT	12 50	
	3	3/4 YD LACE	56	
		2 1/2 YDS RIBBON	1 63	
		3/4 YD LINEN REM	75	
	6	1 PR GLOVES	2 00	
	8	1 PR GLOVES	3 50	
	15	1 PR GLOVES RET'D		2 00
	20	1 GOWN	3 00	
		1 1/2 DOZ TOWELS	9 00	
		1 QUILT	8 00	
	21	1 RAINCOAT	14 98	
	22	1 PR CURTAINS	6 50	
		1 PR CURTAINS	5 25	
	24	1 PR OXFORDS	8 50	
		1 PR OXFORDS	10 50	
				86 67
			2 00	84 67

Incoming Letter 2

The Baer Dry Goods Company, Inc., H. L. Baer, Jr, Manager, 875 State Street, Chicago, Ill. Gentlemen: After checking my sales slips and memoranda of credit with your itemized statement of my account, I find that I have not received credit for \$8.50 for one pair of oxfords, returned on the 26th of last month, memorandum of which I am enclosing. I am also charged with one raincoat, listed at \$14.98, which is an error as I made no purchase of this kind. Last year a charge belonging to Mrs. R. F. Middleton of this city, appeared on my statement, and I am wondering if a like error has not been repeated. I am enclosing my check for \$61.19, the amount of my purchases less the credits

due me. Very truly yours, *Mary E. Middleton*
(Mrs. R. T. Middleton).

Outgoing Letter 2

mrs r t middleton 2698 north mercer street
nashville ill dear madam we appreciate your
reporting the errors that occurred in last
month's statement of your account with us we
are installing a new system of account keep-
ing which will enable us to render all state-
ments in an itemized form in the future
making this change has required that our
bookkeepers work under very trying condi-
tions this has resulted in some confusion be-
cause of the pressure of the busy season we
thank you for your very prompt remittance
very truly yours the baer dry goods company
inc *m l baer jr* manager

With *date line two inches* from the *top* of the page, this chart will help you place your letters on the page attractively. The paper guide must be adjusted so that 40 on the scale will be the centering point. Each day before beginning your work, see that your paper guide is properly adjusted.

(See instructions for two-page letter.)

All letters of more than 300 words should be written on two or more pages with the adjustments shown above. The bottom margin of the first page should be as wide as the left margin. *Never* have less than *two* lines in the last paragraph of the first page nor less than two lines in the first paragraph of the second page. *Never* end a first page with a hyphenated word. The top margin of the second page should be about as wide as the printed space on the first page, which is usually two inches.

Mr. E. G. Cable--2
or
E. G. Cable/GED
November 12, 1926
November 12, 1926

Mr. E. G. Cable
Page Two
November 12, 1926

BUDGET XIII

This entire budget of work may be successfully completed in five laboratory periods. Each period should begin with the writing of ten lines of one of the groups of frequency drills. Write a different drill each laboratory period. Write it with a well-sustained rhythm; carefully direct every finger movement, and consciously insist upon the swift, unhesitating, and accurate stroking of all keys. Follow this ten-line writing with a ten-line continuity practice on one of the sentences. Use a different sentence for each practice period. This drill work will give added ease in writing, will establish rhythmic control, and will develop the automatic grouping of letters and the automatic writing of words.

The rules for typing invoices apply to the typing of statements of account except that the dates of the different transactions are placed in the column at the left. The illustration on the preceding page shows the statement of account that would be sent to The Fessler Plumbing Company, whose bills you rendered in Budget XXXVII. Examine the statement in relation to these bills.

Credit Memorandum

When goods are returned for any reason, many firms issue what are known as memoranda of credit in acknowledgment that the goods have been received and that credit has been given. These memoranda are usually returned to the selling firm with the remittance in settlement of the account. They are similar in arrangement to statements and bills, but show somewhere in the printed heading the words: "We have credited your account with the following" or words similar in meaning.

Form 10					CREDIT MEMORANDUM				
THE W. A. LARIMER ADVERTISING PRODUCTS CO. YORK AND COLERAIN AVENUES SIOUX CITY, IOWA					SIOUX CITY, April 29, 1926 Hickman Mfg. Company 417 W. Collier St. Detroit, Mich.				
WE CREDIT YOUR ACCOUNT AS FOLLOWS:									
April	29	47 #3 style #53, Calendars, shortage	12	5	64				

Illustration No. 62. A Credit Memorandum

Including a Statement of Account Folded for Mailing in Window Envelopes, an Itemized Statement, and a Credit Memorandum

Budget XL consists of a statement, two incoming letters from customers, two outgoing letters in answer, a memorandum of credit, an itemized statement, and a check. Type the statements on 8½x5½ or 8½x7 inch paper, using the illustration as a model.

Observe the signature for Incoming Letter No. 1. Mrs. Middleton follows correct practice in typing the second signature below her name in pen and ink as explanation and as a guide for the return address.

Incoming Letter 1

2698 North Mercer Street, Nashville, Ill.
[Dated two days previous to current date.]
 The Baer Dry Goods Company, Inc., 875
 State Street, Chicago, Ill. Gentlemen: Will
 you please send me an itemized statement of
 my account with you for last month? I have
 all the sales slips for my purchases during
 this time and the two memoranda of credit
 for the goods I returned. The memoranda
 show a combined credit of \$10.50, but failure
 to receive this credit would not account for

the \$23.48 with which I am overcharged.
 As soon as I receive the itemized list, I shall
 check the items and shall write to you again.
 Yours very truly, *Mary E. Middleton* (Mrs.
 R. T. Middleton).

Outgoing Letter 1

Chicago Ill *[Current date.]* Mrs. R. T. Middle-
 ton 2698 North Mercer Street Nashville Ill
 dear madam enclosed you will find the item-
 ized statement that you requested us to send

Paragraph Writing

Paragraph practice should be a part of each day's work. Make a careful check of each writing, and rewrite each word which has been inaccurately written. Focus the thought upon the correct grouping of the letters. Eliminate the mental picture of the inaccurate writing as quickly as possible. Image the correct word, and note the "feel" of the finger movements involved in correctly writing the word which previously has given difficulty.

Frequency Drills *

DIRECTIONS: Practice one or more of these drills ten lines each day.

1	2	3	4	5
anned heret	thisy urone	arout stlyn	acpre fojut	selin teurl
inere ntens	eaing owthe	coley ramen	teyou silea	aipog demal

Sentence Practice

DIRECTIONS: Write a sentence ten times each day.

And all may do what by man has been done.—Young
 There's none so blind as they that won't see.—Swift
 All may have, if they dare try, a glorious life or grave.
 The first and worst of all frauds is to cheat one's self.
 It matters not how long we live, but how.—Bailey

Paragraph Practice

DIRECTIONS: Write at least one paragraph each day before writing a letter.

Do your work—not just your work and no more, but a little more for the lavishing's sake; that little more which is worth all the rest. And if you suffer as you must, and if you doubt, as you must, do your work. Put your heart into it and the sky will clear. Then out of your very doubt and suffering will be born the supreme joy of life.—Dean Briggs (72-355)

Sad will be the day for every man when he becomes absolutely contented with the life that he is living, with the thoughts that he is thinking, with the deeds that he is doing; when there is not forever beating at the doors of his soul some great desire to do something larger, which he knows that he was meant and made to do because he is still, in spite of all, the child of God.—Phillips Brooks (79-397)

* HIGH FREQUENCY DRILLS. According to a study made by Dr. Leonard P. Ayres, 1,000 words make up 92% of our written speech. The entire group of 1,000 words was used as practice material in Part I of this text. But a specific study of a chart of letter-sequences as shown by a definite analysis of this group of words, establishes the fact that only 317 different two-letter combinations are used in writing the entire 1,000 words. There are 91 two-letter sequences written by the left hand alone, and 61 written by the right, while 165 sequences are opposite or two-hand combinations. For example, the letter "e," the most frequently used letter in the alphabet, is followed by the letter "a" 53 times, by "r" 101 times, and is followed by the space 217 times (or, in other words, 217 words end with the letter "e"). The letter "t," the second most frequently used letter, is followed by "e" 62 times, by "h" 58 times, by "i" 54

times, and by "space" 151 times. These combinations, then, represent the real sequence of letters as they will be encountered in typewriting. In order to develop greater facility in controlling these sequences and in automatically writing words, high frequency drills are presented for daily warming up practice. Most of these drills are presented in five-letter groups in order to secure a more rhythmic movement and to give added rhythmic practice in controlling the letter and space bar sequence. Practice these frequency drills intelligently, and rhythmically, and with a determination to speed up the mechanization of the reaches involved in these sequences. Take conscious note of the two-letter combinations as you write the drills. Never permit yourself to transpose the letters or break the sequences. See the combinations, *think* them and *write* them, accurately, rhythmically, and speedily.

A substantial **business** success means several things. It calls, in the first place, for concentration. The human mind is capable of just so much clear thought, and generally it does not extend beyond the requirements of one position in these days of keen competition. If there exists a secret of success, it lies, perhaps, in concentration more than in any other single element. During business hours a man should be in business. His thoughts should be on nothing else. Diversions of thought are killing to the best endeavors. The successful master of business calls for a personal interest, a forgetfulness of self that can only come from the closest application and the most absolute concentration. I go so far in my belief of concentration to business in business hours as to argue that a young man's personal letters have no right to come to his office address, nor should he receive his social friends at his desk.—Edward W. Bok

71
141
205
273
347
417
486
558
631
697
767
838
908
944

Statement of Account

A statement of account is sent to each customer at stated intervals, usually at the first of each month. It is a record of the exact standing of the customer on the date of its issue. It shows any balance left over from the previous month, the purchases made during the month, the credits for returned goods and remittances, and the balance due.

Statement of Account

IRON CITY BRASS WORKS
846-850 Liberty Ave., Pittsburgh, Pa.

MARCH 1 1927

SOLD TO THE FESSLER PLUMBING COMPANY
148 SOUTH MAIN STREET
NEW CASTLE PA

	CHARGES	CREDITS	DUE
1927			
Feb 1	balance due at end of last month		75 00
1	mdse	18 24	
4	ret'n of defective copper float	2 60	
10	mdse	5 64	
			23 88
			2 60
			<u>21 28</u>
			96 28

CARNEGIE STEEL COMPANY

GENERAL OFFICES, CARNEGIE BUILDING,

JAS. J. CAMPBELL,
AUDITOR.
J. B. MCKILLIPS,
ASSISTANT AUDITOR.

PITTSBURGH, PA.

November 26, 1926

• United States Iron Company
478-485 Fourteenth Street
Memphis, Tennessee

Gentlemen:

In closing your account covering the shipment of three cars on your order #562, we find that you have over-remitted to the extent of \$53.79. You evidently failed to deduct from our invoice #4018 the usual 2% discount allowed for payment of bills within ten days from date of invoice.

We enclose our check for \$53.79, the amount of rebate due you on this order.

Yours very truly,

CARNEGIE STEEL COMPANY

J. B. McKillips
Assistant Auditor

JBMOK:GD

Illustration No. 42, Style Letter No. 1.

There are 66 words in the body of this letter. According to the Letter Placement Chart, the marginal stops must be set at 15 and 65. Set the tabular stops at 20 and 25 for the address, at 35 for the complimentary close, and the fourth tabular at 45 for the date line and the official title. Write the Company name at 40. Use the same machine adjustments for a single spaced letter of this length, but have nine single spaces between the date line and the first line of the address. In single spaced material there must be two spaces between paragraphs.

7 barrels of oil weighing 364 pounds; 2 barrels of oil soap weighing 900 pounds; 1 barrel of grease weighing 450 pounds. After the bill of lading has been filled in on the typewriter, fold it fanlike as directed, then unfold the top third and insert it into typing position with the top of the sheet next to the paper guide and the printed heading facing you on its left side; type all the endorsement except the signature that is to be penwritten.

Commercial Draft: Fill in this paper on the typewriter, making it payable at sight to the Eureka Oil Company at the Union National Bank of Elgin, Ill., for the amount of the bill less 2% discount. The customer, of course, will be the one on whom the order is drawn. See that the draft is pen signed before attaching it to the face of the bill of lading with a paper fastener at the upper left corner.

Incoming Letter 2

Elgin, Ill. [*Use a date line to accord with the outgoing letter to the bank.*] The Eureka Oil Company, Sixteenth and Vine Streets, Cleveland, Ohio. Gentlemen: Enclosed you will find our draft on the Chicago National Bank for \$218.29, the proceeds of your draft on the Mercer Service Company of this city. We have known, for the past fifteen years, Messrs. J. C. Fischer, R. L. Fischer, and W. M. Atkinson, who form the Mercer Service Company. They are all highly regarded among their business associates. We, our-

selves, have found them to be men of unquestionable integrity, and we have implicit confidence in their ability as business men and in their general honesty of purpose. Their account with us is satisfactory and their reputation for paying bills promptly is good. Very truly yours, The Union National Bank, F. T. MacClean, Secretary and Treasurer. (Mr. MacClean will be represented in the reference initials group at the left margin by FTMac; the transcriber was WHS.)

Bank Draft: Fill in the necessary date on the bank draft on the typewriter, and pen sign Mr. MacClean's name before enclosing it in the letter.

Outgoing Letter 3

[*Use the same date as the foregoing letter.*] the mercer service company 548 fourteenth street elgin ill gentlemen a very favorable report on your firm has been received from the union national bank of your city it will therefore be possible for us to sell you on open account in the future our terms are net in sixty days or two per cent off for cash in thirty days with a trade discount of 40% to dealers we are looking forward to receiving orders from you very truly yours the eureka oil company *per h miller* sales manager

NOTE.—Enclosures representing money, such as the check enclosed in this last letter, are placed within the letter after it has received its first fold. It receives the last two folds with the letter.

BUDGET XL

Concentration Drill

annealing diameters machining corrugate specimens transverse
fabricated elongation fusibility laboratory Fahrenheit corporations
phosphorous preliminary engineering longitudinal manufacturer
blast-furnace approximately substantially standardizing collateral
revocation fraternity forfeiture disability adjustment surrender

Acceleration Drill

will you please send referring to the referred to above upon receipt of your
we have your letter of the we can not undertake to for the following reasons
we enclose full particulars make every possible effort in case you do so
let us have a detailed report of the it is our opinion it appears to us that
in the course of the conference there seems to be no doubt we enclose a copy

LETTER EXERCISES

Before writing a letter, read it through, get the message it contains, and visualize the office from which it comes. Remember that these are REAL business letters. Study their form and content. Note the number of words in the letter, refer to the letter placement chart given on page 79; and then determine the form or arrangement to be used in typing the letter. Try to make the general form of the letter harmonize with the atmosphere of the office as you can sense it from reading the letter. All letters from that office must be written in the same form or with the same arrangement, unless the length or brevity of the letter make necessary a different spacing.

The writers of these letters have given the content. Yours is the job of giving to the letters beauty of form, and accuracy of typing.

The following is correspondence between Mr. E. A. Williams, 836 Pikes Peak Avenue, Colorado Springs, Colorado, and Mr. C. S. Cheswick, Vice President of the Real Estate Mortgage Company, Oliver Building, Denver, Colorado. Mr. Williams' letters are written double spaced. It is the rule of the Real Estate Mortgage Company office that all letters must be written single spaced and indented unless the letters are less than 75 words in length. Note Style Letter No. 1 and the explanation given with it.

Exercise 101

Real Estate Mortgage Company, Oliver Building, Denver, Colorado. Gentlemen: The Morgan Construction Company of this city has just completed building for me a residence in one of the most substantial residential sections of Colorado Springs. The house alone has cost \$8,780, and the lot is considered one of the best in the Knob Hill section. ¶* I want to secure a loan of \$5,000 for five years on this house and lot, with interest payable quarterly or semi-annually. The title is clear in every respect, and \$6,000 insurance against fire is carried. This insurance will be assigned in favor of the lender. ¶ If you can accommodate me with this loan, please let me hear from you promptly. Yours truly, (130-705)

Exercise 102

Mr. E. A. Williams, 836 Pikes Peak Avenue, Colorado Springs, Colo. Dear Sir: Before giving you a definite answer as to whether this company is in a position to make you a loan of \$5,000 on your house and lot which is situated in Knob Hill, a residential section of Colorado Springs, we should like to have you give us more specific information as to the materials used in the construction of the house and the size of the lot on which you have built. ¶ As soon as we have this information from you we shall be in a position to determine whether we shall be justified in sending our inspector to Colorado Springs for the purpose of making a personal report

* Paragraph when this character is used.

on this proposed security for the loan about which you wrote. Yours very truly, Real Estate Mortgage Company, Vice President. (143-801)

Exercise 103

Real Estate Mortgage Company, Oliver Building, Denver, Colorado. Gentlemen: The lot on which I have recently built is 50' x 125', properly graded and enclosed by a low brick wall set in a concrete foundation. This lot was bought for \$1,500 six years ago and has easily doubled in value since that time. ¶ The house which has just been completed by the Morgan Construction Company is a six-room brick Spanish bungalow with a Spanish tile roof. A small cellar large enough to contain a furnace has been provided, but we are using an Arcola heating system. ¶ I trust that this will give you the information which you requested in your letter. Yours truly, (108-699)

Exercise 104

DIRECTIONS: The following letter requires the enclosure of certain papers. As you do not have the papers for enclosure, write on a slip of paper the words "Enclosures for signature" and attach the slip to the letter. Follow a similar procedure in succeeding letters. Always make the information on the attached slip as definite as possible.

Mr. E. A. Williams, 836 Pikes Peak Avenue, Colorado Springs, Colo. Dear Sir: A favorable report has been given us by our Build-

2. Fill in the business papers which accompany the letters. If no commercial drafts or bank drafts are available, type forms similar to Illustrations Nos. 58 and 60. If no bill of lading is available, write the words "Bill of Lading" on a slip of paper and attach it to the letter with which this form should be enclosed.

3. Fold the bill of lading as letters are folded for legal envelopes, that is, fold the bottom third of the sheet up and the top third back, thus making the folds fanlike, or, if preferred, according to instructions given on page 91.

Incoming Letter 1

Elgin, Ill. [*Dated two days previous to current date. The letterhead shows 548 Fourteenth Street as the street address.*] Eureka Oil Company, Sixteenth and Vine Streets, Cleveland, Ohio. Gentlemen: Please ship by P. & L. E. fast freight, 3 barrels of Keystone auto oil, 4 barrels of transmission oil, 1 barrel of transmission grease, 2 barrels of oil soap, and 1 barrel of gear oil, at prices quoted in your current price list. Ship this first order c.o.d., drawing on us at sight through the Union National Bank of this city. We expect to do a considerable amount of business with you in the future, and we should like the convenience of an open account. The Union National Bank will give you any information that you may desire as to our financial responsibility. Yours very truly, The Mercer Service Company, J. C. Fischer, Manager. (Transcribed by ELS.)

Outgoing Letter 1

[Type the date line and the address to accord with the foregoing letter.]

gentlemen the oils soap and grease ordered on [*use correct date*] were shipped to you this morning by P & L e freight you will find the invoice enclosed according to your instructions we have sent an order bill of lading with sight draft attached to the union national bank of elgin and have asked the bank for information in regard to your financial responsibility upon receipt of their favorable recommendation we shall be glad to open an account with you very truly yours the eureka oil company *w k miller* sales manager

Data from the sales slip for the bill: [*Use a half sheet of paper and type a billhead similar to the one shown on page 153, but showing*

the Eureka Oil Company's name and address instead of that of the Iron City Brass Works.] Sold to the Mercer Service Company, 548 Fourteenth Street, Elgin, Ill. Salesman, Fishler. Current date. Via, P. & L. E. fast freight. Terms, n/60 2%/30 [*which means the whole amount of the bill will be due if it is not paid for sixty days, but that two per cent. may be deducted if it is paid in thirty days*]. 3 bbls Keystone auto oil, 156 gal, at 43¢ a gal, \$67.08; 4 bbls transmission oil, 208 gal, at 50¢, \$104.00; 1 bbl transmission grease, 450 lbs, at 8¢, \$36.00; 2 bbls oil soap, 900 lbs, at 14¢, \$126.00; 1 bbl timing gear oil, 52 gal, at 75¢, \$39.00; total, \$372.08, less 40¢/100 discount, \$148.83; amount due, \$223.25.

Outgoing Letter 2

[Use the same date as appears in the foregoing letter.]

the union national bank elgin ill gentlemen according to instructions received from the mercer service of your city we have drawn on them at sight through you for the sum of \$218.79 you will find the draft attached to the bill of lading for the goods covered by this draft will you please remit the proceeds by chicago exchange the mercer service company through mr j c fishler the manager has asked us to open an account with them mr fisher has given your bank as a source of reliable information as to their financial responsibility will you please tell us whether or not your experience with this firm would justify your recommending our opening an account with them any information that you can give us will be greatly appreciated very truly yours the eureka oil company *w k miller* sales manager

Bill of Lading: Fill in the names and addresses of the consignee and the persons to be notified according to instructions given in the first paragraph of the budget. The shipment to the Mercer Service Company went out as follows:

ing Inspector, and we are, therefore, in a position to make you the loan of \$5,000 on your house and lot. ¶ As soon as you have had the fire insurance assigned to this company and have signed and returned to us the enclosed papers, we will complete the loan and send to you our check for \$4,850, the amount of the loan less the first semi-annual interest payment at 6%. Yours very truly, Real Estate Mortgage Company, Vice President. Enc. (117-582)

Real Estate Mortgage Company, Oliver Building, Denver, Colorado. Gentlemen: I have asked my insurance agent to have the policy #809,462, covering fire insurance in the amount of \$6,000 on my residence in Knob Hill, assigned to you. This assignment will be completed early next week, at which time the company will send the policy direct to you. ¶ Instead of mailing your check to me, please deposit it to my account in the First National Bank of Denver. Yours truly, (92-504)

BUDGET XIV

Frequency Drills

1	2	3	4	5
hague fajon	coked lewig	reuln zaput	mbwon ghurt	selit paqub
aslit reuom	ayosh tirol	ooras tthir	zeyo, when,	then; many,

Sentence Practice

The true University of these days is a collection of books.

Books still accomplish miracles; they persuade men.—Carlyle

Reading furnishes us with the materials of knowledge.—Locke

Books are the legacies that a great genius leaves to mankind.

Books, like friends, should be few and well chosen.

Paragraph Practice

Except a living man there is nothing more wonderful than a book! a message to us from the dead—from human souls we never saw, who lived, perhaps, thousands of miles away. And yet these, in those little sheets of paper, speak to us, arouse us, terrify us, teach us, comfort us, open their hearts to us as brothers.—Charles Kingsley (61-326)

I have told you of the man who always put on his spectacles when about to eat cherries, in order that the fruit might look larger and more tempting. In like manner I always make the most of my enjoyments, and, though I do not cast my eyes away from troubles, I pack them into as small a compass as I can for myself. and never let them annoy others.—Robert Southey (72-360)

LETTER EXERCISES

Correspondence between The McCreery Company, N. B. Johnson, Credit Manager, and Mrs. W. C. Bayne, 3960 Piedmont Street, both of Los Angeles, California. Follow form in Style Letter No. 1. Double space letters of less than 75 words.

Exercise 106

Mrs. W. C. Bayne, 3960 Piedmont Street, Los Angeles, California. Dear Madam: Our cashier has called to our attention a notation on the heading of your bill requesting that your account be changed from Elizabeth R. Thomas to Mrs. W. C. Bayne, 3960 Piedmont Street, Los Angeles, California. ¶ In making changes in charge accounts we always require the customer to sign a new application, giving the new signature and also giving the occupation of the husband. We do this to protect you no less than ourselves. ¶ Please fill in and sign the enclosed application card and return it to this office as soon as possible. When this card has been returned to us your account will be changed as you have requested. Very truly yours, The McCreery Company, Credit Manager. Enc. (138-741)

bank in the customer's town. When the customer is notified that the goods have arrived, he will go to the bank, pay the amount of the draft and receive in return the bill of lading that has been

Lorain, Ohio, September 24, 1927.	
order of Black River Steel Company	Pay to the
one thousand, five hundred, forty-nine and 50/100	\$1549.50
Dollars,	
Value received, and charge the same to account of	
To Rochester Foundry Company	
No. 156, Rochester, New York	<i>M. A. Miller</i>

Illustration No. 58. A Commercial Draft

tion No. 59.) When the customer has completed his part of the transaction by paying the draft, he can secure the goods described on the bill of lading by presenting it to the transportation company.

ENDORSEMENTS

Black River Steel Company

By *M. M. Blair*

CONDP

Sec. 1. The carrier or party in possession of any of the property herein described shall be liable for any loss thereof or damage thereto, except as hereinafter provided. The transportation of any of the property herein described shall be liable for any loss thereof or damage thereto.

Illustration No. 59

Endorsement of an Order Bill of Lading

This illustration shows the proper endorsement for the order bill of lading given in Illustration No. 57.

No. 195	FIRST NATIONAL BANK	812
Rochester, N. Y., October 5, 1927.		
Pay to the order of	Black River Steel Company	\$ 1549.00
One thousand five hundred forty-nine and 00/100 Dollars		
COUNSEL CURRENCY		
To the CHEMICAL NATIONAL BANK	<i>M. A. Miller</i>	
NEW YORK	CASHIER	

Illustration No. 60. A Bank Draft

If the customer's bank is in a large city, the money is usually remitted to the seller in the form of a cashier's check, which is a check drawn by the cashier of a bank on the bank's own money; but if the customer's bank is in a small city, the remittance is usually made in the form of a bank draft, which is a check that the small town bank draws on a large city bank with which the former has money on deposit. (Illustration No. 60.) In the transaction given in this budget, the seller has asked for Chicago exchange, which requires the Elgin bank to draw its check on some bank in Chicago.

EXERCISES

This budget consists of the incoming letter containing the order for goods and asking for an open account for further purchases; the bill for the goods; the letter to the customer enclosing the bill; the letter to the bank enclosing the bill of lading with the draft on the customer attached; the return letter from the bank; and a letter to the customer notifying him that the account for which they asked has been opened.

Complete the work in the following manner:

1. Type the incoming letters without carbon and the outgoing letters, bill, and bill of lading with carbon.

Mrs. W. C. Bayne, 3960 Piedmont Street, Los Angeles, California. Dear Madam: Our files show that we wrote you under date of February 13 concerning a payment made in your name with the notation to change the account on our books. You can readily understand that we can not change an account from such a notation. In order that our files may be correct we asked you to fill in and return to us the application blank which we sent you with our letter. Up to this time we have had no reply from you. ¶ May we ask you to give us a reply to our letter and to return promptly the application in the enclosed stamped envelope? ¶ Your promptness in attending to this will aid in giving you better service when you wish to avail yourself of your charge account. Very truly yours, The McCreery Company, Credit Manager. Enclosure. (154-812)

Exercise 108

The McCreery Company, Los Angeles, California. Attention Credit Department. Gentlemen: I am sorry that I neglected to return to you the application blank which you sent me February 13. The card, properly filled out and signed, is returned with this letter. ¶ I trust that this will give you the information necessary to make the change on your books. Yours very truly, Enc. (61-375)

Mrs. W. C. Bayne, 3960 Piedmont Street, Los Angeles, California. Dear Madam: We thank you for your letter enclosing application blank for change of account. The change of name has been made as you requested and we hope that you will frequently avail yourself of the privilege of our charge system. ¶ We are glad to have this opportunity to express our good wishes for your happiness and to solicit your continued patronage. Very truly yours, The McCreery Company, Credit Manager. (86-531)

Exercise 110

Mrs. W. C. Bayne, 3960 Piedmont Street, Los Angeles, California. Dear Madam: Your charge account which was formerly on our books under the name of Elizabeth R. Thomas has been changed, in accordance with your request, to Mrs. W. C. Bayne, 3960 Piedmont Street. The former charge coin #68934-R has been changed to coin #83710-Y. Please call and return to us the old coin and secure the new one, or if you can not call in person for this new shopping coin, please return the old one to us and we will immediately send you the coin for your new charge account. Yours very truly, The McCreery Company, Credit Manager. (126-612)

BUDGET XV

Frequency Drills

DIRECTIONS: As you write each line of the following Left and Right-Hand Frequency Combinations, note those combinations that seem to give difficulty in either the grouping of the letters or in the finger reaches involved. Regroup the difficult sequences into a new line drill that will definitely meet your own specific needs. Write rhythmically. Determine to speed up the mechanization of the reaches involved in the sequences. Never permit yourself to transpose or break the sequences. Write each line of the drill at least ten times.

ar hi be lo ct in de mp er ni ea on es ou fe po ge un wa
re ul st yo te pl ve io tt il ec mi ac ly ev ho ce op xt
as hu ba im cr ju da kn et ll fa mo gr ny rt om se pu tr
br ca hl dg ip ed ff lu ga rc mm rs ta ol sa we um xa sc
be mp ct ni de on ea ou es po wa st yo ec pl ac ly ev op

NOTE: The last line is a typical regrouping of difficult sequences taken from the first two lines.

In a transaction that requires an order bill of lading, the seller usually makes what is known as a commercial draft on the customer. (Illustration No. 58.) This draft is simply a written order on the customer to pay the amount of the bill. The draft is sent with the bill of lading to the

Agent's No.

is in Cents per 100 lbs.

[Mail Address—Not for purposes of delivery]

Car No.

Received \$ _____
to apply in prepayment
of the charges on the
property described
hereon.

Agent or Cashier.

Per _____
(The signature here
acknowledges only the
amount prepaid.)

Charges Advanced: _____

Per.

[157]



THE ELECTRIC COMPANY

Electric Light and Power Plants
Water Systems - Refrigerators
and Other Electrical Devices



MINNEAPOLIS, MINN., U. S. A.

Sales Branch
908 Race St. Phone Canal 261
OMAHA, NEBRASKA

March 15, 1928

Mr. E. V. Sampson
2960 Observatory Road
Lincoln, Nebraska

Dear Sir:

We have your letter of the 13th enclosing your order for one completely equipped ELECTRIC REFRIGERATOR. We thank you for this order. The installation will be completed within the next three weeks.

The list price for the ELECTRIC REFRIGERATOR is subject to a discount of 2% if paid within ten days after installation. We shall be glad to have you take advantage of this discount if it is convenient for you to do so.

We thank you for giving us this opportunity to make this ELECTRIC REFRIGERATOR installation. We are sure that you will be pleased with this additional service and comfort in your home.

Very truly yours-

THE ELECTRIC COMPANY

Omaha Sales Branch

WMS
Sales Manager

WMS/L

Illustration No. 43. Style Letter No. 2—Blocked Form.

This letter of 117 words takes margins of 15 and 65. It is known as the Blocked Form of letter. Its chief claim to distinction is its symmetry of form and time-saving, non-indented paragraphs. There are many variations of this form. The address may be blocked and the paragraphs of the letter indented; or the entire letter may be blocked except the complimentary closing and the signature. These may be written in their regular positions. Note that a blocked letter must be single spaced.

BUDGET XXXIX

Concentration Drill

transmission transmitting measurements longitudinal manufacturer
brad burl warp plies dowel motif buffet bureau burlap swivel helical
oxidize replica hygienic linoleum seasoned tempered silicon tensile
alloy bloom ingot rivet steel rails basis fusion billets contour
foundry mandrel splices crucible fracture vanadium pig-iron manganese

Acceleration Drill

should have been should be glad to took the matter up we beg to remain
the only question at the present time at the same time you probably know
as soon as possible as stated before hand you herewith and for this reason
for that purpose from time to time but for the present replying to your
without exception call your attention about the matter other information

Speed and Accuracy Drill

	STROKES
Every employer would rather pay a young man five thousand	58
dollars a year than five hundred. What is to the young man's interests	130
is in a still greater degree to the interests of his employer. A five-	202
hundred-dollar clerkship is worth just that amount and nothing more	270
to an employer. But a five-thousand-dollar man is fully worth five	338
times that sum to a business. A young man makes of a position	401
exactly what he chooses: a millstone around his neck, or a stepping-	471
stone to larger success. The possibilities lie in every position; seeing	545
and embracing them rest with its occupant. The lowest position can	613
be so filled as to lead up to the next and become a part of it. One	682
position should only be the chrysalis for the development of new	747
strength to master the other just above it.	791

When a young man becomes so ambitious for large success that	853
he overlooks the small things, he is pretty apt to encounter failure.	923
There is nothing in business so infinitesimal that we can afford to do	994
it in a slipshod fashion.—Edward W. Bok	1035

Bills of Lading, Commercial Drafts and Bank Drafts

When goods are to be shipped by freight, a bill of lading is made out by the shipper on triplicate forms required by the Interstate Commerce Commission. The original copy is usually sent to the customer. The shipping order, one of the carbon copies, is retained by the transportation company for checking the goods when they are loaded, or for its files if the shipper loads the goods himself. The memorandum, the other carbon copy, is kept by the shipper for his files.

Energy will do anything that can be done in this world.

An ounce of practice is worth a pound of preaching.

The mind of man can accomplish whatever it resolves on.

Almost everything that is great has been done by youth.

Excellence is never granted to man but as the reward of labor.

Paragraph Practice

Thank God every morning when you get up that you have something to do which must be done, whether you like it or not. Being forced to work, and forced to do your best, will breed in you temperance, self-control, diligence, strength of will, content, and a hundred other virtues which the idle never know.—Charles Kingsley (57-312)

What can I do? I can talk out when others are silent. I can say man when others say money. I can stay up when others are asleep. I can keep on working when others have stopped to play. I can give life big meanings when others give life little meanings. I can say every man when others say one man. I can try events by a hard test when others try it by an easy test.

What can I do? I can give myself to life when other men refuse themselves to life.—Horace Traubel (96-474)

LETTER EXERCISES

Correspondence between Lang Construction Company, 906 Fourth Avenue, Louisville, Kentucky, and Bowan Painting Company, P. O. Box 8190, Louisville, Kentucky.

The Bowan Painting Company uses the single space indented letter arrangement. The Lang Construction Company has its letters blocked throughout, including the complimentary closing and company signature. (See Style Letter No. 2.)

Exercise 111

Bowan Painting Company, P. O. Box 8190, Louisville, Ky. Gentlemen: At your earliest opportunity, please submit your best price on all work in your line for the construction of the S. S. Carson Company's store to be erected at Hampton Street and Cain Way. ¶ The successful bidder for this contract will be required to furnish certificate of workmen's compensation insurance and also public liability in an approved company, protecting both the owner and the contractor against all claims. ¶ All estimates must be in our office on or before October 8. Yours truly, Lang Construction Company, R. F. Dixon, Construction Superintendent. (96-628)

specifications of the S. S. Carson Company's store building which is being erected at Hampton Street and Cain Way, this city. Our price is \$3,500, which includes furnishing window shades, but not the furnishing or setting of any glass. ¶ We will furnish material and scaffolding for properly handling this work, and will have union labor. We carry Public Liability and Compensation insurance, which fully protects both the owner and the contractor against all claims. ¶ If we are given this contract, the writer will personally superintend the work and guarantee its speedy and satisfactory completion. Yours very truly, Bowan Painting Company, J. C. Bowan, Treasurer. (142-327)

Exercise 112

Lang Construction Company, 906 Fourth Avenue, Louisville, Kentucky. Attention Mr. R. F. Dixon. Gentlemen: We are glad of the opportunity to make you a quotation for painting in accordance with the plans and

Exercise 113

Mr. J. C. Bowan, Treasurer, Bowan Painting Company, Box 8190, Louisville, Kentucky. Dear Sir: Your proposal to furnish all labor and materials to do the painting work for the S. S. Carson Company's store

The invoice is inserted with the address to the front so that it is visible through the opening. If the letter is also sent, it is folded separately and inserted behind the invoice. When letters or statements are sent separately, the folding is similar to that of the invoice, the exact method depending on the size of the sheet and the envelope and the location of the opening.

EXERCISES

You are supposed to be working for the School Craft Supply Company of your city. This company has sold the merchandise given in the following paragraphs to the people named therein. Make out the required invoices. For the billheads use the name of the company and your city, the company name being written in capital letters. The extensions and totals are not given as it is part of your work to obtain them by performing the necessary multiplication and addition.

After you complete the invoices fill in ten copies of the circular letter that were left from Budget XXXVI so that they may be mailed with the invoices. Fold the letters in the regular way. Fold the invoices for transmission in window envelopes. Insert each letter between a bill and the back of an envelope.*

Invoice No. 1267. Sold to Frank J. Casey, Sacramento, California: 10 Bar Magnets @ \$.20; 6 Magnetic Needles @ \$.55; 100 packages Filter Paper @ \$.15; 12 Glass Funnels @ \$.22; 1 Compass @ \$1.00.

Invoice No. 1268. Sold to T. K. Jones, Dover, Delaware: 1 Turbine Water Wheel @ \$11.25; 40 Glass Siphons @ \$.20; 5 Pressure Gauges @ \$.85; 25 Spring Balances @ \$.30; 1 Set Brass Weights @ \$3.00; 10 Horse-shoe Magnets @ \$.45; 12 Battery Jars @ \$.20.

Invoice No. 1269. Sold to Jacob Fleming, Marysville, Missouri: 6 Blow Pipes @ \$.12; 1 Mirror Support @ \$3.00; 1 Compass @ \$1.00; 6 Bar Magnets @ \$.30; 2 Dipping Needles @ \$3.00.

Invoice No. 1270. Sold to R. J. Allen, Sioux City, Iowa: 1 Vacuum Gauge @ \$7.00; 15 Triangular Files @ \$.10; 2 Automatic Drills @ \$1.75; 1 Set Steel Figures @ \$.85; 1 Universal Projectoscope @ \$175.00; 1 Spectrum Chart @ \$1.00; 5 Condensing Lenses @ \$1.25.

Invoice No. 1271. Sold to R. F. Trymbell, Lowell, Massachusetts: 10 Student's Demonstration Battery @ \$.80; 12 Friction Rods @ \$.20; 1 Electroscope @ \$.75; 5 Triangles @

\$.45; 2 Thermometers @ \$1.00; 1 Barometer @ \$.45.

Invoice No. 1272. Sold to Samuel Snyder, Hagerstown, Maryland: 1 Gyroscope @ \$1.85; 12 Spring Balances @ \$.30; 20 Metric Measures @ \$.35; 1 Set Brass Weights @ \$3.00; 6 Try Squares @ \$.30.

Invoice No. 1273. Sold to Albert Watkins, Jackson, Michigan: 6 Pliers @ \$.40; 12 Screw Drivers @ \$.45; 12 Claw Hammers @ \$.50; 1 Hackaw @ \$1.75; 1 Gimlet @ \$.10; 1 Set Steel Figures @ \$.75.

Invoice No. 1274. Sold to W. B. Jordan & Co., Winona, Minnesota: 1 Automatic Drill @ \$1.75; 24 Graduates, Cone Shaped @ \$.54; 100 pounds Glass Tubing #8 @ \$.40; 2 Reams Filter Paper @ \$6.00; 12 Forceps @ \$.15.

Invoice No. 1275. Sold to M. F. James, Hamilton, Illinois: 2 Dipping Needles @ \$3.00; 5 Rolls Blue Print Paper @ \$1.25; 6 Tuning Forks @ \$1.25; 1 Aneroid Barometer @ \$6.75; 1 Brass Filter Pump @ \$1.60; 12 Stop Cocks @ \$.70.

Invoice No. 1276. Sold to Nathan Newman, Plainfield, New Jersey: 2 Thermometers @ \$1.00; 1 Rain Gauge @ \$18.00; 10 Stop Cocks @ \$.70; 2 Bell Jars @ \$1.50; 1 Gyroscope @ \$6.00.

* If window envelopes are not available, fold the invoices and letters in the proper manner and clip them together before giving them to your teacher for examination.

Exercise 115

building at Hampton Street and Cain Way, this city, submitted to us under date of October 5, has been accepted. ¶ Please have insurance policy filed with this office as early as possible. This policy should give definite guarantee of full protection to the owners of the building, as well as to the contractor. ¶ This contract is given to you with the understanding that you will promptly proceed with the work when you are notified, and that you will complete the work as quickly as possible and in a satisfactory manner. ¶ Please acknowledge the receipt of this acceptance of your bid of October 5. Very truly yours, Lang Construction Company, by R. F. Dixon. (138-871)

Exercise 114

Lang Construction Company, 906 Fourth Avenue, Louisville, Kentucky. Gentlemen: We acknowledge the receipt of your acceptance of our proposal of October 5, in which we quoted you a price of \$3,500 for the painting of the S. S. Carson Company store, to be erected at Hampton Street and Cain Way. ¶ Insurance policy will be filed with your office early next week. ¶ We thank you for the contract and will proceed with the work immediately upon the receipt of instructions from you to that effect. Yours very truly, Bowan Painting Company, J. C. Bowan, Treasurer. (102-547)

Exercise 116

bowan painting company box 8190 Louisville kentucky attention mr j c bowan gentlemen please arrange to begin work next morning on the s s carson company's store now under construction at hampton street and cain way ¶ our inspector will ask for a report of the progress being made twice each week until the entire job is completed please see that this report is given in full in every particular yours truly lang construction company r f dixon construction superintendent (85-490)

BUDGET XVI

Phrase Drills

DIRECTIONS: The following two-word phrases are from the five hundred most frequently used phrases. As you practice each line, check your writing habits; eliminate the faulty finger movements, sluggish carriage return, and the hesitation in passing from one phrase to another. **THINK** the word, **SEE** the correct letter sequences, and get your impulse to write from the word as a whole rather than from the individual letters. This will accelerate the finger movements, quicken the mental responses, and produce immediate improvement in the skill with which you type.

if we to us it is to go if it of my he is by us as to in my do so
is it to my as we at an to me so as to be to it is in to do on it
is the do you in our he can of you to the it was he did to you to pay
we are on our at all up the he was to get in any to put of his to him
to his do not to say in his to see to any he had on his at our on the

BUDGET XXXVIII

Concentration Drill

cycle ampere candle stator dynamo energy direct copper ammeter battery
circuit tension current voltage exciter aluminum magnetic filament
polarity metering tungsten potential alternate calibrate integrate
millivolt generator molecular wattmeter oscillate voltmeter concentric
lamination periodical coefficient synchronous electrolytic molecular

Acceleration Drill

we enclose at present to receive I think of these to those to speak I believe
we receive a more favorable in the above case I am sure you will at any time
at an early date be frank with you it is not possible we have received
are returning the in accordance with at your earliest will be necessary
in connection with such a statement with reference to keep in touch with

Speed and Accuracy Drill

STROKES

Altogether too many young men are content to remain in the posi-	65
tions in which they find themselves. The thought of studying the	131
needs of the next position just above them never seems to enter into	200
their minds. I believe it is possible for every young man to rise above	273
his position, and I care not how humble that position may be, nor	339
under what disadvantages he may be placed. But he must be alert.	405
He must not be afraid of work, nor of the hardest kind of work.	469
He must study not only to please, but he must go a step beyond. It	537
is essential, of course, that he should first of all fill the position for	612
which he is engaged. No man can solve the problem of business	675
before he understands the rudiments of the problem itself. Once the	744
requirements of a position are understood and mastered, then its	809
possibilities should be undertaken. The employer never existed who	877
will prevent the cream of his establishment from rising to the surface.	949
The advance of an employee always means the advance of the	1008
employer's interests.—Edward W. Bok	1045

Window Envelopes

Window envelopes are provided with transparent or cut-out openings in the lower center
through which the address on a letter, statement or invoice may be seen. Such envelopes are
used by many business houses for invoices and monthly statements, and by some for regular
correspondence.

Invoices are folded for window envelopes in the following manner: 1. Fold the right edge
under the invoice until the invoice is a little shorter than the envelope. 2. Fold backward as much
of the upper part of the invoice as is necessary to make the address visible through the opening.
3. Fold up from the bottom if necessary.

One who is willing to help does not wait till he is asked. Every day should be spent by us as if it were to be our last. Nothing astonishes men so much as common sense and plain dealing. Carry on every enterprise as if all depended on the success of it. To youth I have but three words of counsel—work, work, work.

Paragraph Practice

To achieve what the world calls success a man must attend strictly to business and keep a little in advance of the times. The man who reaches the top is the one who is not content with doing just what is required of him. He does more.

Every man should make up his mind that if he expects to succeed, he must give an honest return for the other man's dollar. Grasp an idea and work it out to a successful conclusion. That's about all there is in life for any of us.—Edward H. Harriman (96-488)

Remember this,—that there is a proper dignity and proportion to be observed in the performance of every act of life.—Marcus Aurelius (23-125)

LETTER EXERCISES

Correspondence between Eichelbaum Company, Marshall & Madison Streets, Wheeling, West Virginia, and Pittsburgh Lighting Company, 812 Bessemer Building, Pittsburgh. The Eichelbaum Company has all letters written double spaced. The Pittsburgh Lighting Company uses the blocked form of letter for all letters longer than one paragraph. This Company has the complimentary closing, and the company signature written in the conventional indented style.

Exercise 117

Pittsburgh Lighting Company, 812 Bessemer Building, Pittsburgh. Gentlemen: We are interested in your PITTSBURGH Silvered Reflectors. Will you kindly send us your free booklet entitled "Show Window Lighting." Yours very truly, Eichelbaum Company. (33-249)

Exercise 118

Eichelbaum Company, Marshall & Madison Streets, Wheeling, W. Va. Gentlemen: We thank you for your letter of May 8. Our booklet on "Show Window Lighting" is enclosed. ¶ This booklet will give you quite a bit of information regarding show window lighting and PITTSBURGH reflectors. However, if you will fill out the information called for on pages 23 and 24 and mail it to us, we shall be very glad to have our Engineering Department send to you our recommendations in blueprint form, showing how you may get the most effective lighting for your windows. This service will cost you nothing, nor will it obligate you in any way. Yours very truly, Pittsburgh Lighting Company, By W. C. Brown. Enclosure. (119-705)

Exercise 119

Eichelbaum Company, Marshall & Madison Streets, Wheeling, W. Va. Gentlemen: We have your order of the 12th. It has been entered and will go forward today. We are billing you in the usual way. ¶ We are not including the 200 watt lamps for the Window Spots and Window-Floods as we do not handle lamps, but we are sure that you can obtain these from any of your local dealers. We thank you for this order and trust that it will prove entirely satisfactory to you. Yours very truly, Pittsburgh Lighting Company, By W. C. Brown. (94-529)

Exercise 120

Pittsburgh Lighting Company, 812 Bessemer Building, Pittsburgh. Attention Mr. W. C. Brown. Gentlemen: We fitted up the two Window-Lights you sent to us. When we insert the 150-watt bulb we notice that it does not come down as far as we think is necessary. The end of the bulb is about where we show the red line on the attached slip. Is it correct for the bulb to be so far in the reflector? Yours very truly, Eichelbaum Company, (S. R. Eichelbaum) Vice President. Enc. 1. (86-478)

Outgoing Letter 1

feb 1 1927 the fessler plumbing company 148 south main street new castle pa attention mr d e fessler gentlemen the goods ordered in your letter of yesterday were shipped this morning by express according to your instructions we hope they will be entirely satisfactory you will notice that the price on the copper floats is a special one for this order only the price of copper is still going up and we are about out of our present stock of these floats we can not understand why the brass pipe has not reached you as it was shipped to you ten days ago the same day that we received your order we made a special effort to get this pipe to you without delay as we knew you were in immediate need of it upon receipt of your letter we at once telephoned to the pennsylvania shipping department and they promised instant action please telephone at our expense if the pipe does not arrive in due time and we shall duplicate the shipment very truly yours the iron city brass works
b b harmon sales manager [Enclose invoice in Illustration No. 56.]

Incoming Letter 2

New Castle, Pa., February 8, 1927. The Iron City Brass Works, B. B. Harmon, Sales Manager, 846-850 Liberty Avenue, Pittsburgh, Pa. Gentlemen: Please ship by freight as soon as possible the goods described on the attached order blank. The brass pipe reached us the same day as your letter notifying us that the Pennsylvania Railroad would take prompt action in tracing the shipment. This they evidently did. The pipe was un-

packed under my supervision, and upon checking we found that fifty feet were missing. Since the wrappings do not seem to have been tampered with, we are wondering if there was not some mistake in your billing. Please look the matter up and send us a memorandum of credit for our files. Yours very truly, The Fessler Plumbing Company, D. E. Fessler, Manager. (Transcribed by MCS.)

Outgoing Letter 2

mr d e fessler manager the fessler plumbing company new castle pa february 11 1927 dear sir we wish to thank you for your order of february 8 as you directed it was shipped at once by freight the invoice covering the cost of the shipment is enclosed if there is any delay in delivery we shall appreciate your notifying us on checking over the shipment of pipe on which you claim a shortage of fifty feet we find that our shipping clerk did make an error of exactly fifty feet in his extensions just as you suspected we are sorry that this error occurred we have a new man in this department who is having some difficulty in adjusting himself to the numerous details required in the shipment of our goods he promises to develop rapidly so we are hoping to have this end of our business handled much more efficiently than it has ever been handled before when are we going to receive your order for brass lighting fixtures we have some excellent designs in stock and we should like to have you come in to look them over the next time you are in pittsburgh very truly yours the iron city brass works
b b harmon sales manager

Data for Invoice No. 2

Date, February 10, 1927. Sold to the Fessler Plumbing Company, 148 South Main Street, New Castle, Pa., via freight, terms regular, salesman Noble:

	1	dozen 1¼" rubber ells	@ \$3.50	per C	\$.42
25	Success flat washers #1		2.50	" C	.63
50	Ideal flat " #4		1.80	" C	.90
25	Mans flat "		2.50	" C	.63
25	Dale flat "		2.50	" C	.63
1	dozen ½" N. P. S. traps, less plug		1.30	" doz.	1.30
50	assorted cotter pins, brass		2.25	" C	1.13
	Total				\$5.64

Exercise 121

Eichelbaughm Company, Marshall & Madison Streets, Wheeling, W. Va. Attention Mr. S. R. Eichelbaughm. Gentlemen: The window lights that we sent to you are designed for use with 200 watt lamps in place of the 150 watt lamps that you are using. The customary use of these fixtures is in show windows to reinforce or to spot out some particular item, and as the 100 or 150 watt lamps are used for general lighting, it is necessary to use a larger lamp to produce the proper results. As both of these lights are concentrating in type, it is necessary, in order to get the best results, that the lamp be properly positioned, the filament being placed at the focal point. This will occur when 200 watt lamps are used. The 150 watt lamps being considerably shorter, the filament is above this focal point and instead of good concentration, the light is distributed and also considerable waste is permitted in the neck of the

reflector. ¶ It will be best to use the 200 watt lamp, but if you do not care to use the larger lamp, you can get fair results with a 150 watt lamp by obtaining a socket extension from any of your local dealers. This will lower the filament to about the proper position. Yours very truly, Pittsburgh Lighting Company, By W. C. Brown. (226-1262)

Exercise 122

pittsburgh lighting company 812 bessemer building pittsburgh gentlemen the lighting installation in our windows equipped with your material is a very satisfactory job-we are very much pleased with the service and the results we have obtained ¶ we hope that we may have the pleasure of doing business with you again, within the near future. we are erecting a new building in johnstown pa. and when it is completed we will come to you for lighting plans, yours very truly eichelbaughm company s r eichelbaughm vice president (87-541)

Preparing Envelopes for Outgoing Mail

Study the illustrations of envelope address styles on the following page. Note the well-balanced appearance gained by following definite rules. While accuracy is the first essential, correct form need not be sacrificed. Read the directions below for the steps in addressing envelopes.

Every letter should have an envelope addressed for it. Where a number of letters are written to the same person or firm during the same day, it is customary to address one large envelope instead of a separate envelope for each letter. In all of your Budget work to follow, an envelope should be addressed for each letter. Place the letter under the flap of the envelope. Have the address side of the envelope to you. This makes it possible to check the letter address with the envelope address and avoid possible confusion in mailing. The completed letters should be stacked in this way and placed on the dictator's desk ready for the penwritten signature.

Stacking and Inserting Into Typing Position

Stacking Before Typing. Stack the envelopes on the left side of the desk, address side up, the bottom edge toward you.

Inserting to Typing Position. Insert envelope into typewriter with flap down and next to cylinder, left edge even with paper guide in its usual position.

Name Position. The name should be centered in the middle of the envelope.

Vertical Centering. Space up ten single spaces on 3½ x 6½ business envelopes, which is the regular size for business correspondence. For legal envelopes, space up twelve single spaces.

Note the distances thus obtained between the top edge of the envelope and the line scale and, as soon as you can, learn to twirl the cylinder knob to cover these distances instead of using the line spacing lever.

Horizontal Centering. If left marginal stop is set at 15, the average names will be typed in the middle of the regular sized envelope. In addressing legal envelopes, set the left margin at 25.

Special direction, such as Personal, R. F. D., Return Receipt Requested, etc., should begin at 5. Use the margin release to move the carriage to this point.

Paper Fingers. Bring the right paper finger over to hold the envelope firmly against the cylinder. This will avoid shadowed typing.

A Time-saving Practice. When there are a number of envelopes to be addressed, put the second envelope between the bottom of the first and the cylinder before turning the first up to typing position. The envelopes will thus feed into the machine automatically.

Outside Addresses

Style. Envelope addresses agree with the addresses in the letters, except that two or three line addresses for envelopes are written double spaced, even though the letter is written single spaced. This is for greater

EXERCISES

This budget consists of two incoming letters ordering goods, two invoices, and outgoing letters to accompany the invoices. Use different styles for the incoming and outgoing letters. Tabulate the orders given in the incoming letters.

If printed billheads are not available, you will prepare two invoice forms on half sheets of paper, using the illustrated invoice as a model. As you complete this work, you will find the following suggestions to be valuable:

1. To make the double line between the billhead and tabulation, type one line, set the variable spacing lever, raise the first line until a narrow space appears above the line scale and type a second line. Reset the lever before proceeding with the typing of the column headings.

Incoming Letter 1

New Castle, Pa., Jan. 29, 1927. The Iron City Brass Works, B. B. Harmon, Sales Manager, 846-850 Liberty Avenue, Pittsburgh, Pa. Gentlemen: Please send the goods described below by express at the earliest possible moment on your regular terms: 3 dozen #1869 copper floats which your Mr. Noble quoted at \$2.60 each; 1 package #4034 solder refiner; 1 jar #4941 paste; 1 dozen #3270-D tap plugs; 1½ dozen #3270-E tap plugs; ½ dozen #3270-F tap

2. In typing the vertical lines, set the machine for upper case and the indicator at the typing point. Hold the space bar down continuously with the left thumb, strike the colon or the apostrophe and space up with the right hand. If you are using a left throw machine, space up with the right cylinder knob. Move the ribbon by hand occasionally as its moving automatically is prevented by the continuous depression of the space bar.

plugs; ¼ dozen #3270-A tap plugs; 1 #340 trap connection; 3 #270 plain S traps. When are we to receive shipment of brass pipe that we ordered last week for January 28 delivery? We are in urgent need of this pipe and we shall appreciate its prompt shipment if it has not already been sent forward. Very respectfully yours, The Fessler Plumbing Company, D. E. Fessler, Manager. [As Mr. Fessler is a poor penman, he requires his name to be typed in place of his initials in the reference initial group at the left margin.] (Transcribed by MCS.)

THE IRON CITY BRASS WORKS

846-850 LIBERTY AVE.

PITTSBURGH, PA.

Sold to The Fessler Plumbing Company
148 South Main Street
New Castle Pa
Salesman Noble

Date Feb 1 1927
Via Express
Terms Net 30-2%-10

QUANTITY	DESCRIPTION	PRICE	EXTENSION	TOTAL
3	Doz 1869 copper floats (Special price for this order only)	2 60	7 80	
1	Pkg 4034 solder refiner		25	
1	Jar 4941 paste		10	
1	Doz 3270-D tap plugs		1 80	
1	" 3270-E ditto	1 80	2 70	
1/2	" 3270-F "	1 58	79	
1/4	" 3270-A "	1 58	40	
1	Only 340 trap connection		30	
3	" 270 plain S traps	1 37	4 11	18 25

convenience and accuracy in handling the mail by the postal workers. When four lines are used for the address, single space the address for the envelope.

Titles. All individual names should be written with a title. Use Mr. for a man, Mrs. for a married woman, and Miss for an unmarried woman. Miss is not followed by a period.

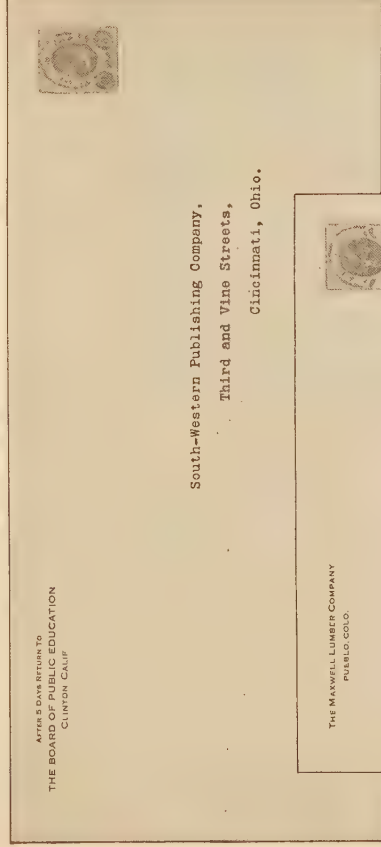
A partnership name consisting of the names of two or more persons takes the title Messrs. A partnership name can be distinguished from a corporation name by a

the use of the word "and" or the character "&" before the last word. A corporation name does not take a title.

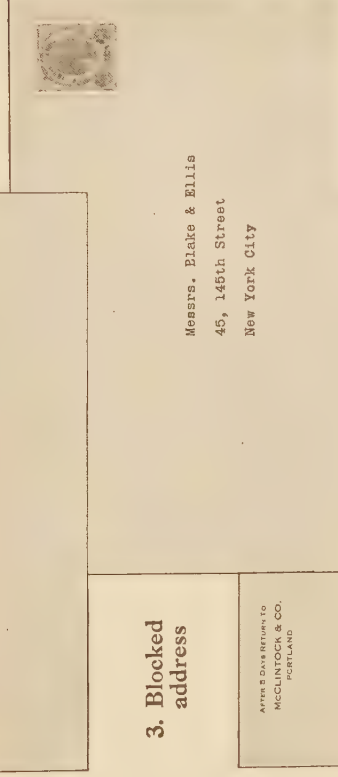
Official Titles. An official title belongs at the beginning of the second line of the address and should be followed by a comma to denote the omission of the words "of the". If the name of the company on the second line of the address is very long, the official title may follow the name on the first line preceded by a comma.

If the name on the second line is exceedingly long, it

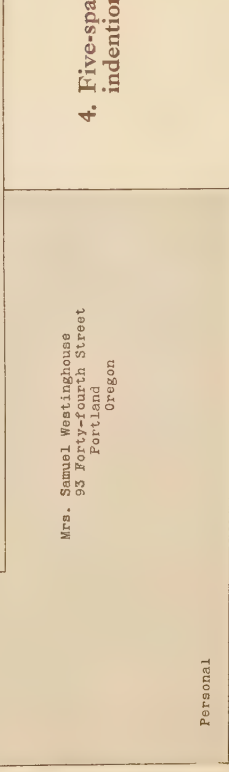
1. Legal Envelope 10-space indentation



2. Long second line



3. Blocked address



4. Five-space indentation

Illustration No. 44. Envelope Address Styles.

For convenience in handling, the postal authorities ask that envelopes be double spaced. The blocked address, No. 3, is used with the single spaced blocked letter. Single space the address on an envelope only when there are more than three lines.

BUDGET XXXVII

Concentration Drill

defendant privilege execution liquidate penalties plaintiff appraised transcript attachment bankruptcy deposition acquittance hypothecate foreclosure garnishment outstanding joint creditors accrued interest chattel mortgage credit memorandum mercantile agency power of attorney duct grid lamp bolt vans watt unit ohmic relay motor shunt meter phase

Acceleration Drill

so much at last we wish of what I shall I spoke I wrote on which in reply of those of their to write in their to bring we shall he would at first it would he could to count in order we think of their to which by which to learn of which no doubt we should of course to regard we regret to become we desire I suppose we believe to forward to furnish as follows

Speed and Accuracy Drill

	STROKES
The average young man in business today is nothing more nor	60
less than a plodder—a mere automatic machine. He comes to his	124
office at nine o'clock in the morning; is faithful in the duties he	192
performs; goes to lunch at twelve, comes back at one; takes up what-	261
ever he is told to do until five and then goes home. His work for the	332
day is done. One day is the same to him as another; he has a certain	402
routine of duties to do, and he does them day in and day out, month	470
in and month out. His duties are regulated by the clock. As that	537
points, so he points. Verily, it is true of him that he is the same	606
yesterday, today and forever. No special fault can be found with his	676
work. Given a piece of work to do, he does it just as a machine would.	748
—Edward W. Bok	761

Invoices

An invoice is an itemized statement of merchandise shipped or to be shipped to a purchaser. It shows the name and address of the vendor, the name and address of the buyer or the address to which the goods are shipped, the terms of the sale, the items purchased, their cost, and the total cost.

Billing tabulations are typed single spaced unless the billhead is letter length or the bill consists of but two or three items, in which case they may be double spaced. No punctuation is required.

The first line of the tabulation is typed one space below the billhead. The tabular stops for different columns are set in the order of their frequency of occurrence. For any additional column, the carriage release or thumb spacer is used according to the distance the carriage must be moved to reach the desired point. Printed headings of columns are not repeated in the tabulation. Neither are expressions indicating dollars,

cents, quantity or measure, such as \$, ¢, @, repeated when they are given in the first line.

Ditto marks may be used as the sign of repetition. When the expression to be repeated consists of more than one word, the word "ditto" may be written out on the first repetition and the ditto marks used on all succeeding lines. The line which separates the item totals from the total amount of the bill is typed the same as a word is underscored. Two spaces separate the total from this line if the total is typed in the same column. If it is typed in the column at the right, it may be placed on the same line or either one or two single spaces below it. For an example, see the invoice on page 152.

is good form to begin it far enough to the left to center it on the envelope, or it may be finished on a third line one single space below the second. (See No. 2 in Illustration No. 44.)

Street Names. An outside address should embody a street address whether one is included in the inside address or not.

A street name should be spelled out if it consists of less than three figures.

A street name of more than two figures should be

Folding Letters and Inserting in Envelopes

Folding for the Usual Business Envelope. Fold from lower end of letterhead upward to within a half-inch of the top edge of the paper (see Illustration No. 45; fold from right to left, making the fold about one-third the width of the sheet; fold from left to right, making the fold somewhat less than a third of the width of the sheet and leaving a half-inch margin in order that the letter may be easily opened.

Folding for the Large Envelope. Only two folds are required. Fold the lower end of the letterhead upward about one-third the length of the paper; fold the top edge of the paper down to within one-quarter of an inch of the lower fold.

Insertion of the Letter in the Envelope. Insert the letter so that the top of the letter will be at the left end of the envelope.

Business letters must be neatly folded and accurately inserted in the envelopes. Carefully study the illustra-

separated from the house number by a comma unless the word North, East, South, or West intervenes, **Correspondent's Name** must be typed exactly as it appears on the printed letterhead.

State Abbreviations. With the exception of Ohio, Idaho, Iowa, Maine, Texas and Utah, which are never abbreviated, state names may be abbreviated if they are typed on the same line with the city, but are spelled out if they stand alone.

In Care of. Use c/o not the sign %.

tions and check the accuracy of your folding and insertion of letters.

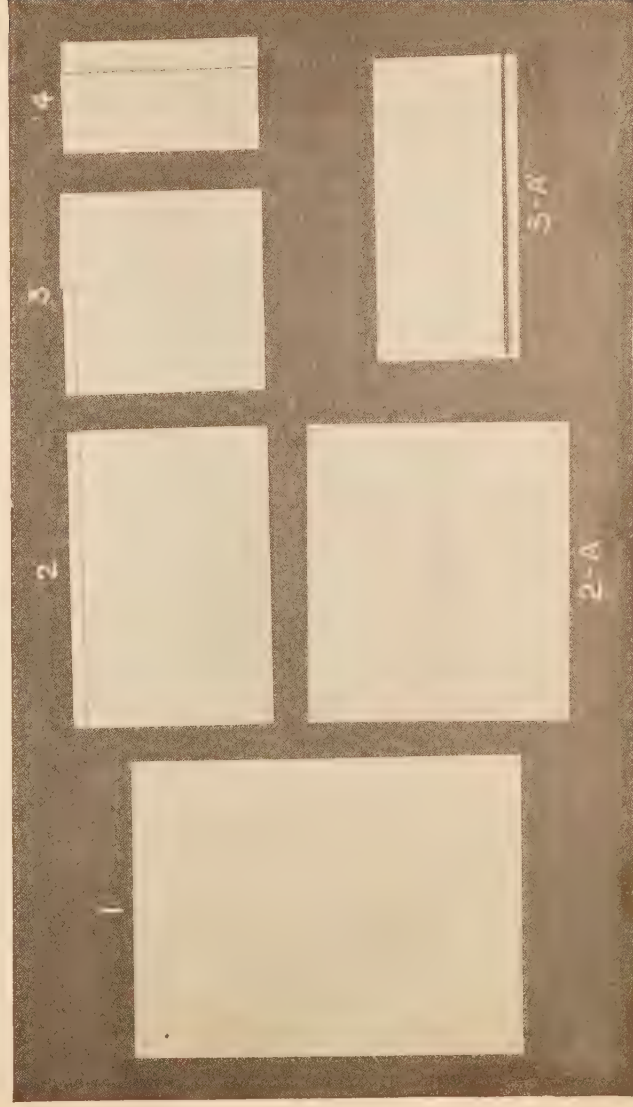
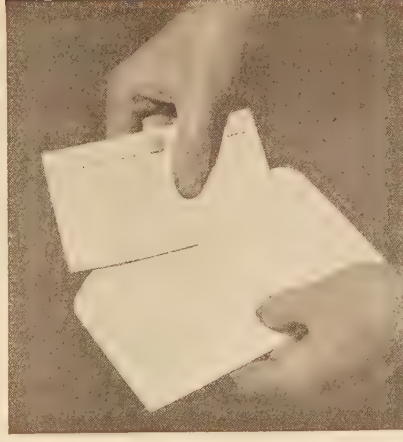


Illustration No. 45. Folding and Inserting Letters.

EXERCISES

Complete the work in this budget in the following manner :

1. Write the letter of this budget in the form you consider most satisfactory, addressing it to the first name on the mailing list given below.
2. Present it to your instructor for approval.
3. Cut the stencil as instructed.
4. Run off thirty-one copies of the letter.
5. Fill in letters, and address envelopes for the mailing list.
6. Save the remaining letters for use in Budget XXXVIII.

The Letter

[The date line will consist of your town and state and the current date.]

You are familiar with our automatic drills and screwdrivers, and you know that they are time and money savers. If you are not familiar with our other products let us send you some special information about them. We can assure you that they are equally satis-

factory. ¶ Under another cover you will receive some circulars descriptive of all the devices commonly used in your line of work and also a little booklet that tells about some of the new tools that we are now manufacturing. We shall be glad to get in touch with you on any or all of your needs in our line. Yours very truly, The School Craft Supply Company, S. J. Chadwick, General Sales Agent.

THE SCHOOL CRAFT SUPPLY COMPANY

MAILING LIST

Revised to January 1, 1927

NAME	STREET	PLACE	SOURCE
Caldwell & Graham	846 Chestnut St.	New Wilmington, Pa.	Cowan & Cowan
Coryner, H. R.	86 State St.	New Castle, Pa.	F. L. Johns
Dawson Bros.	23-25 Fifth Ave.	Beaver Falls, Pa.	G. J. Wells
Clark, V. H.	Sixth & Main	Youngstown, Ohio	G. T. Lewis
Drodes, S. L. & Sons	987 Washington	Follansbee, W. Va.	F. G. Low
Dryson, W. J.	45 Croton Ave.	Steubenville, Ohio	Wrote
Earle & Bell	576 135th St.	Wheeling, W. Va.	Cowan & Cowan
Penn Bros. Motor Company	197 Highland	Uniontown, Pa.	Wrote
Purton, C. O.	Fifth & Wood	Akron, Ohio.	Cowan & Cowan
Quigley, Robert & Son	564 Mercer St.	Altoona, Pa.	Wrote
Robertson, D. S.	86-88 Grant St.	Louisville, Ky.	Wrote
Rubert, V. S.	356 Negley Ave.	Nashville, Tenn.	Cowan & Cowan
Sheldon Bros.	Market & Fifth	East Baltimore, O.	Cowan & Cowan
Speicher, T. R. & Sons	234 Federal St.	Ambridge, Pa.	Wrote
Stoughton & Sells	14th & Merchant	Ambridge, Pa.	I. L. Smith
Tebbs & Tebbs	896 Grove St.	Lorain, Ohio	W. B. Abbott
Thomas, Cross & Company	Lincoln & Fourth	Elyria, Ohio	H. L. Lain
Urmson, A. B.	1004 Elm St.	Sharon, Pa.	Cowan & Cowan
Verner Bros.	1808 Delaware	Hubbard, Ohio	Cowan & Cowan
Wilkins, John	35-41 East St.	Wilkes Barre, Pa.	Wrote

BUDGET XVII

Frequency Drills

DIRECTIONS: In practicing the following Left and Right-Hand Frequency Combinations, carefully direct the finger to the center of the key, with just sufficient force behind each stroke to make a firm, clear imprint. Conserve your energy by equally distributing the force behind all key strokes. This will give an even appearance to your work and will eliminate the succession of heavy and light characters which all too frequently dot the finished page. Properly directing your finger movements and having an equal force behind all key strokes will eliminate a very large percentage of your errors.

ab cc hy ef eq nk fr sb oi wd tc py wr ss uy ze ft li ts
bt ad ik dr ee jo eb gg my rg sd nn sw oy tf za pi ex tw
ag bs ki dd lk eg ew uh nu gt ok rr wf oo xc ws nj va rd
pk af no ra up aw lm rf ui rv lp at mu ax nm rw pp av nl
hy eq py sb li tc bt my za pi ex tf oy eb wd oi ze ts ik

NOTE: The last line is a typical regrouping of difficult sequences from the first two lines.

Sentence Practice

Life is not so short but there is always room for courtesy.

As you do to others, you may expect another to do to you.

It is not good enough to do good; one must do it in a good way.

Selfishness is the greatest curse of the human race.—Gladstone

No man can climb out beyond the limitations of his own character.

Paragraph Practice

That we should do unto others as we would have them do unto us—that we should respect the rights of others as scrupulously as we would have our rights respected—is not a mere counsel of perfection to individuals—but it is the law to which we must conform social institutions and national policy, if we would secure the blessings and abundance of peace.—Henry George (67-370)

A great deal of the joy of life consists in doing perfectly, or at least to the best of one's ability, everything which he attempts to do. There is a sense of satisfaction, a pride in surveying such a work—a work which is rounded, full, exact, complete in all its parts—which the superficial man, who leaves his work in a slovenly, slipshod, half-finished condition, can never know. It is this conscientious completeness which turns work into art. The smallest thing, well done, becomes artistic.—William Mathews (88-519)

LETTER EXERCISES

The Roosevelt Hotel of New York City sent the following letter to a carefully selected list of important business men:

My dear Mr. ———: If you are planning to come to New York this summer, you will find the Special Summer Reservation Card for the Roosevelt, which I am enclosing, a convenience for you. ¶ So many people arriving in New York are disappointed because they are unable to secure accommodations at the better hotels. We thought it wise, therefore, to make special provision this summer for those on our selected list who prefer to stop at the Roosevelt. By mailing this card to us when making your advance reservations, or by

Indicate the starting positions for the different parts of the stencil cutting by laying the cushion sheet over and even with the typewritten copy and marking on the cushion sheet with pencil the points desired as guides. When this sheet is placed between the stencil sheet and the backer preparatory to cutting, the pencil marks will show through the stencil sheet. Since the date, and the lines of the address and salutation are to be omitted when cutting the stencil, you will need pencil guides for the city in the date line and for the beginning of the first line in the body of the letter.

Adjust the cushion sheet carefully on the backer and bring the stencil sheet down smoothly. Hold the backer, cushion, and stencil sheets in smooth contact and insert them into typing position in the typewriter with the backer next to the cylinder. Do not try to cut the stencil with your usual typewriting speed, but do try to keep the same evenness of touch. If necessary to turn back the cylinder at any time, hold the bottoms of the sheets firmly together while rolling is being done to avoid wrinkling, or else remove the stencil and reinsert it. If an error is to be corrected, follow the directions on the outside of the carton containing the correction fluid. A heavy application of the fluid prevents a correct impression when typed over.

After the stencil has been cut, remove the mimeograph cover. Turn the strippers back into the cylinder as far as they will go to prevent their breaking off. Remove the old stencil, which has been left on the cylinder to keep the cloth pad from drying out. If it is to be destroyed wrap it in a piece of paper before placing it in the waste basket. If it is to be preserved for future use, absorb the ink from the inked surface with old newspapers or mimeograph paper. Crease the backing sheet at the perforations to weaken the perforated line, and lay the stub part face down with the perforations at the edge of a table. Allow the stencil to hang free. Hold the stub firmly with the left hand while the right hand tears away the backer by taking hold of it at the bottom edge. Crease the stub all the way across in a line with the words "for Mimeographs" to make it conform to the roundness of the cylinder. This will prevent a tendency to tear at the buttonholes and will also prevent the fullness that sometimes develops in the stencil sheet near the stub. Put the buttonholes of the new stencil over the buttons at the left end of pad, take hold of the stencil sheet at the bottom, and putting an even pull on all parts draw the stencil evenly over the pad and fasten under the clamp at the bottom. If there are any horizontal wrinkles in the stencil sheet, the sheet will have to be lifted and readjusted, but great care must be taken to avoid tearing at the buttonholes. Vertical wrinkles may be removed by smoothing the stencil toward the sides. If the stencil is too short to reach the clamp at the end, insert a half sheet of typewriting paper about an inch under the bottom of the stencil sheet and fasten the other end under the clamp. Take about 100 sheets and bend them backward and forward to separate the sheets. This is called "combing." Lay the stack so the overlapping sheets can be fed into the mimeograph one by one with no loss of time.

Run off a few trial copies. If the ink is not evenly distributed, follow the directions for inking as they are

given by the company on a card that should be posted near the duplicator for ready reference. If the letter is too high, turn the adjusting knob to the left; if it is too low, turn the knob to the right. If the right and left margins are out of proportion, adjust the guides on the feedboard.* When letters are duplicated on typewriting paper, place old mimeograph paper or newspapers cut to the proper size on each copy as it is run through the duplicator to prevent the ink from smearing. Mimeograph paper is absorbent and will not need this precaution.

When a stencil gathers lint from the impression paper, wipe it gently from top to bottom with a cloth wet with clear water. When the paper clings to the stencil, spread a thin coat of talcum on a sheet of paper and pass it slowly through the mimeograph.

While the letters are drying, address the envelopes for the outgoing mail. Then, fill in the date, addresses, and salutations. Before filling in the date line, type a line on a piece of paper and note the relation of the typing to the line scale. Sometimes the line will be even with the scale; at other times the bottoms of such letters as y, p, g, will be even with the line. Allow for any variation when you insert the date so the line will be perfectly even when complete.

To line up for the address and salutation, release the feed rolls and adjust the letter as though you were going to retype the second line of the letter. Set the left-margin stop, and the tabular stops if the letter is of the indented style, to agree with the adjustment of the letter. Set the paper guide so that succeeding letters will feed to the same position. Reset the cylinder back one single space for each line and space required to reach the position of the first line of the address. Use the address on the envelope as a guide to this spacing. As each letter is filled in, slide its top up under the flap of its envelope and lay envelope and letter face down on the desk. Lay each succeeding letter with its envelope face down on the back of the preceding letter.

If the typing is too dark to accord with the printing of the letter, strike the keys more lightly or rub some of the ink from the ribbon with a cloth. If the typing is too light, strike more heavily or put on a new ribbon to match. After the letters have been filled in, pen write the signature, unless you have been instructed to insert it when you cut the stencil, which is permissible in circular letters. Fold and insert the letters into their envelopes. On one of the extra letters, type in tabulated form the names of all the firms and individuals to whom copies are sent.

* Mimeographed work can be produced in colors in the following manner: Remove the old pad and adjust a flexible pad which can be secured at a very modest price from the Mimeograph company. Over this flexible pad, place a clean cloth pad. Partly adjust the stencil, which is usually prepared with a stylus for this work, and examine it in relation to the cloth pad to get the approximate places at which the colored mimeograph ink will have to be applied to get the desired results. Some practice will be required to become expert in the application of the ink. The stencil will be adjusted and the copies run off in the usual manner.

simply presenting it to the clerk upon your arrival, you will be taken care of promptly and without the bother and delay which so often causes annoyance. ¶ If you are not already familiar with the distinctive features of the Roosevelt, New York's newest fine hotel, the enclosed leaflet will give you a quick summary of its unusual attractions. Sincerely yours,
(Signed) Edward C. French, Managing Director.

In order to keep the letter from having the appearance of an impersonal, routine type of "form" letter, the stenographer varied the arrangement as much as possible. The following five effective date styles were used:

June
Fourteenth
Nineteen Twenty-six

June fourteen
Nineteen Twenty-six

June 14
1 9 2 6

June
Fourteenth
Nineteen
Twenty-six

June
Fourteenth
1926

The letter was written in the following styles:

1. Double spaced, indented.
2. Single spaced, indented.
3. Blocked.
4. Blocked address, with indented paragraphs and closing lines.
5. Single space body of letter, with the address written at the left margin two spaces below the official title. As the address takes the position of the reference initials with this form, the reference initials are written on the right side so as to line up with the right margin and directly opposite the address.

Write the letter to the five business men whose names are given below. Use a different date style, and a different letter style for each letter. Use the style of envelope that best fits the style of letter. Always link up a definite envelope style with a particular letter form.

Exercise 123

Mr. Frank R. Brautigam, 800 Terrace Court, Richmond, Va.

Exercise 124

Mr. Orville N. Coe, 617 Twelfth Street, St. Paul, Minn.

Exercise 125

Mr. J. T. Edgeworth, 8 Webster Hall, Huntington, W. Va.

Exercise 126

Mr. L. B. Irwin, 3659 Watsonia Blvd., Asheville, N. C.

Exercise 127

Mr. H. B. Payne, 237 Euclid Avenue, Columbus, Ohio.

BUDGET XXXVI

Concentration Drill

berm stud nave pier jamb joist newel stairs pillar piazza pagoda
mantel faucet girder rafter riprap rubble tiling sluice lintel
mortise pendant tracery trestle trellis vaulted viaduct shoring
civil power title legal joint issue payee equity surety tender settle
default bailiff summons assignee judgment mortgage insolvent

Acceleration Drill

for some time will you kindly with reference to hear from you should not be
sincerely yours should be pleased on the one hand respectfully yours
in this letter we can not agree kindly let us know by return mail
at the same time call his attention in this county you will receive
in the near future in your letter we shall not put please let us know

Speed and Accuracy Drill

My father, whose industry, enterprise, and wide general interest
in every improvement impress themselves on me the longer I live,
took up stenography rather late in life, but mastered it sufficiently
to leave many of his notes and manuscripts in the corresponding style
of the Pitman system which an expert can easily read. He found it
most useful as a lawyer, as a judge, as a cabinet officer and as a diplo-
matic representative abroad. I have advised my boy, who is just now
beginning the practice of the law with a first-class legal education,
and who is much more thoroughly drilled in the principles of law
than I was when I came to the Bar, that he ought to supplement his
general theoretic knowledge of the law with a course at a good
business school.—William H. Taft

	STROKES
65	
130	
200	
270	
337	
411	
480	
550	
615	
682	
745	
762	

Stencils

In order to secure additional business, business men often send out duplicate letters to persons whose names appear on their mailing lists. A letter of this kind is first dictated to the stenographer, who types it in the most attractive setting, addressing it to the first person on the mailing list. After this model copy has received the approval of the dictator, it is either printed in imitation typewriting without the date, the address, and the salutation, or it is run off on some kind of duplicating machine in the office. If the latter method is employed, a stencil must be cut for use on a Mimeograph or Neostyle kind of duplicator, or type must be set up for use on the Multigraph style. The stencil method is in most general use on account of its lower cost.

When a letter which you have written for duplication with a stencil has been approved for style by the dictator, draw a pencil line through the date, the address and the salutation to insure their not being cut in the stencil.

Prepare your typewriter for the work by cleaning the type thoroughly. Cover the keyboard with a sheet of

paper held in position by folding it down behind the top row. With a stiff brush, brush the type until all the clogged ink has been removed. A cloth will not clean the type and a cleaning fluid should not be used before cutting a stencil. If the ribbon interferes between the type and the paper, remove the ribbon from the ribbon carrier and drop it down behind the carrier as far as it will go.

BUDGET XVIII

Word Combination Drills

DIRECTIONS: Practice the drills given with this Budget as you did similar drills given with Budget 16. Do not push yourself for greater speed. Let your speed be the natural growth of typing skill which always comes as the result of perfected technique.

can not and our for the you did but the who can did you has not
can you did not was the you see who was any one let me why not
for him and see was not yes sir and are you can and was you may
on that we take we will as they in time we hope to take to find
to them we want to this on your in fact at once he does as much

Sentence Practice

Be strong, and quit yourselves like men.—Bible

Everything passes away except what is well done.

Hard work is still the road to prosperity, and there is no other.

Difficulties are things that show what men are.—Epictetus

An acre of performance is worth a whole world of promise.

Paragraph Practice

A great deal of talent is lost in the world ing nice chances; it did very well before the for want of a little courage. Every day sends Flood, when a man would consult his friends to their graves obscure men whom timidity upon an intended publication for a hundred prevented from making a first effort; who, if and fifty years, and live to see his success they could have been induced to begin, would afterwards; but at present, a man waits, and in all probability have gone great lengths in doubts, and consults his brother, and his particular friends, till one day he finds he is sixty the career of fame. The fact is, that to do years old and that he has lost so much time in anything in the world worth doing, we must consulting cousins and friends that he has no not stand back shivering and thinking of the cold and danger, but jump in and scramble through as well as we can. It will not do to more time to follow their advice.—Sydney be perpetually calculating risks and adjust Smith (186-984)

CARBON COPIES

Practically every office keeps a copy of all outgoing letters. This carbon copy is made by placing the sheet of carbon paper, with the glossy side down, on top of the plain sheet. Place the letterhead sheet on top of the carbon paper and insert so that the dull back of the carbon sheet is in front after the papers have been fed into the machine. With the ordinary thickness of paper, three carbon copies may be made very successfully. Where more copies are required, thin sheets of writing paper should be used. With a good grade of carbon sheets and thin writing paper, eight or even ten copies may be made at the same time.

Handle the carbon sheets with very great care. Creased carbon sheets will show streaks and smeared spots on the carbon copies. As the making of carbon copies is to be a part of your daily routine office work, learn now how to handle the carbon sheets and how to secure the best carbon copies with a minimum of effort and time. Carbon copies of the letters in the following budgets will not be made unless your teacher requests them.

want to know more about the Molybdenum shovels that you are advertising in the trade journals. If they are what your advertisements claim, we shall make a change from the kind we now use. Please send your catalog and price list. Yours truly, The Acme Hardware Company, *R. E. Johnstone*, Purchasing Agent. (Transcribed by G.N.J.)

Form Letter 1

We thank you for responding so promptly to our recent letter describing our Steelton Special Carbon Shovels. These shovels will increase the efficiency of your laborers fully fifty per cent. This may seem to you an exaggerated claim for us to make, but the letters that accompany the catalog, which we are mailing to you under another cover, will convince you that our claim is warranted. Each Steelton Special Carbon Shovel has been designed in size, weight, and shape for the load it is to carry. We have small shovels of new weight and design for heavy loads, and large shovels that will carry a maximum light load with the minimum of effort on the part of the laborer. We trust that we shall be able to interest you sufficiently to cause you to give us a trial order. Yours very truly, The Steelton Tool Company, *C. W. English*, Secretary and General Manager.

Form Letter 2

We thank you for giving us the privilege of telling you what our Molybdenum shovel will do for you. This shovel has proved itself to be the best on the market for your use, judging from your letterhead. If you will leaf through the catalog which we are sending to you under separate cover you will find a Molybdenum shovel listed for every use to which one could be put. These shovels have been designed to increase the efficiency of the men using them by fitting the load to the lifting strength of the average laborer. When and where these scientifically designed shovels are used, you will find a maximum amount of work accomplished, and a happy and contented corps of workmen.

We shall be very glad to hear from you soon. Yours very truly, The Steelton Tool Company, *C. W. English*, Secretary and General Manager.

Special Paragraph 1

A copy of our letter is being sent to Mr. Robert L. Lewis of Pueblo, Colo., who represents us in your part of the country. He will call upon you as soon as possible to see if he can be of any service.

Outgoing Letter 3

Mr Robert L Lewis agent the steelton tool company 87 east second street pueblo colo dear sir we are enclosing a copy of a letter to Mr E Grayson manager of the national rubber company of denver colo which speaks for itself we shall greatly appreciate your calling on this company at your earliest opportunity we are anxious to increase our sales in your territory with the new shovels that we are now putting on the market with our increased advertising we should make a good showing within the next six months let us hear from you as soon as you have anything definite to report very truly yours the steelton tool company *c w english* secretary and general manager

Incoming Letter 3

[*One week after Outgoing Letter 3.*]

The Steelton Tool Company, Steelton, Ohio. Attention: Mr. C. W. English. Gentlemen: Immediately upon receipt of your letter, which reached me by airline yesterday, I set out for Denver. I found the officers of the National Rubber Company in a most receptive mood. It seems that they have never heard that shovels are designed for different loads, and our scientific method of production impressed them so favorably that they consented to place with us a most flattering first order. I feel sure that this order is the nucleus of a large trade with this company. As the members of the company are affiliated with several other large concerns in this district, we are certain to receive additional orders from these other sources. Yours truly, *Robert L. Lewis*, The Steelton Tool Company. (Transcribed by L.L.H.)



ROYAL COACH

OF AMERICA, INC.

OFFICE OF THE VICE PRESIDENT
IN CHARGE OF SALES
1625 Fifth Avenue
NEW YORK

WORKS

Worcester, Massachusetts
London and Harvey, England

September 7, 1927

Mr. James S. Allen
2940 Fairview Drive
Philadelphia, Pa.

Dear Sir:

Mr. Harrison, our Philadelphia Manager, tells me that he hesitates to write to you again concerning our suggestion that a Royal Coach, with driver in attendance, be placed at your disposal for a week.

The Royal Coach organization is sincere in its conviction that it has produced the best car in the world, and we believe that the experiment of temporary Royal Coach ownership will prove as interesting to you as to others who have tried it. As one temporary owner expressed himself:

"I do not see my way clear to purchase a Royal Coach at this time, but the experience I have gained through a week's possession has shown me qualities and values that I never dreamed of. I am indeed a Royal Coach booster."

This is all we hoped to accomplish and it is why we had hoped that you also would accept our invitation. Neither Mr. Harrison nor I, however, wish to burden your mail unnecessarily if the matter is really of no interest to you. If, therefore, you will be good enough to note your comment on the enclosed card and return it to me, I shall appreciate it very much.

Yours very truly,

W. E. Hoag
Vice President

WEHosac:FB

Illustration No. 46. Style Letter No. 3—Inverted Form.

The inverted style of paragraph is an excellent style to use when striving for an unusual effect. It is also used for typing the subject of each paragraph where ready reference to paragraphs is desired. The inverted type of paragraph can be typed as efficiently in the matter of time as the indented style if the typist handles his machine in the right manner. For the lines beginning with the first line of the address and including the first line of the first paragraph, set the left margin stop five spaces out from the point required by the Letter Placement Chart. Use the tabulator for all lines except the first line in the paragraph. The subjects of paragraphs may be typed in upper case letters or in lower case letters and underscored.

is reproduced without the inside address and the salutation, the typist being required to fill these in on the typewriter with ribbon to match the rest of the letter. These letters are known as circular letters.

The second kind of duplicate letter is called a form letter. Form letters are prepared with much care to cover certain subjects. They are numbered, and are usually filed in a form letter book. When the dictator wishes to use a form letter in answer to an incoming letter, he pencils the number of the form on the face of the letter to which it is to be used as an answer. Sometimes he will dictate a few words of a personal nature to be inserted in some part of the letter. Very often the opening or the closing paragraph will be replaced by a specially prepared paragraph that will be more in keeping with the letter received.

Letters almost invariably have penwritten signatures. When they are written as personal letters, the signatures precede the name of the company; otherwise they follow the company name.

LETTER EXERCISES

This budget consists of incoming letters which you are to write and for which you are to prepare answers from the form letters and special paragraph provided. Complete the work in the following order:

1. Type Incoming Letters Nos. 1 and 2 in the two styles you consider most suitable. Do not make carbon copies for these or any other incoming letters. Address envelopes for each letter in a corresponding style.
2. Answer Incoming Letter No. 1 with Form Letter No. 1, adding Special Paragraph No. 1. Make two carbons, one to be sent to Mr. Lewis and one to be filed. Address the envelope.
3. Answer Incoming Letter No. 2 with Form Letter No. 2 and write Outgoing Letter No. 3. Make one carbon of each letter. Address the envelope.

4. Write Incoming Letter No. 3. Note that space is left for Mr. Lewis' name before the name of the company as this letter is a personal letter. Address the envelope.

5. As in preceding budgets, fold all outgoing letters and place them with any enclosures in their envelopes.

Attach the envelope to the front of each incoming letter and the carbon copy of the answer to the back by means of a paper clip or pin in the upper left-hand corner.

Incoming Letter 1

Denver, Colo. [*Dated three days previous to the current date.*] Mr. C. W. English, Secretary and General Manager, The Steelton Tool Company, Steelton, Ohio. Dear Sir: We are very much interested in the letter that we received from you this morning, which describes your Steelton Special Carbon Shovel. We are going to make a change in our equipment, and if your product proves to be as superior as you claim, we shall place our order with you. If you have a representa-

tative who will be in our part of the country within the next week or two, we shall appreciate his coming to see us. Very truly yours, The National Rubber Company, *G. E. Grayson*, Manager. (This letter was transcribed by a stenographer whose initials are F.A.B.)

Incoming Letter 2

Stockton, Calif. [*Dated four days previous to current date.*] The Steelton Tool Company, C. W. English, Secretary and General Manager, Steelton, Ohio. Gentlemen: We

LETTER EXERCISES

Correspondence between H. J. Martin, Purchasing Agent, De Luxe Metal Furniture Company, Cleveland, Ohio, and L. C. Walleck, General Manager, Walleck Hardware Company, Chicago, Ill. The Walleck Hardware Company uses the inverted paragraph form for all of its letters. The De Luxe Metal Furniture Company uses the single spaced blocked and the single spaced indented forms for their letters. As you write the letters for these two Companies, follow the rule of the office regarding the style of letter to be used. Address an envelope for each letter.*

Exercise 128

Walleck Hardware Company, 318-324 Wabash Ave., Chicago, Ill. Gentlemen: Please quote us your best price on 300 pairs of hinges like the sample which we are sending to you under a separate cover. Also state the earliest date of delivery. ¶ Please give this your immediate attention, as we must place the order as soon as possible. Yours very truly, De Luxe Metal Furniture Company, Purchasing Agent. (67-404)

Exercise 129

Mr. H. J. Martin, Purchasing Agent, De Luxe Metal Furniture Company, Cleveland, Ohio. Dear Sir: ¶ In answer to your letter of July 8 making inquiry as to the best price we can make you on 300 pairs of hinges, we quote you as follows:

QUANTITY: 300 pairs of hinges,
like sample which you sent on
Blank #714, flat back, three
inch joint, left leaf $1\frac{1}{2}$ ", right
leaf $1\frac{3}{4}$ ".

PRICE: Lump sum price of \$50.00
net.

TERMS: C. O. D.
DELIVERY: Shipment can be made
immediately.

We shall be very glad to have this initial order from you. Yours truly, Walleck Hardware Company, General Manager. (101-579)

Exercise 130

Mr. L. C. Walleck, General Manager, Walleck Hardware Company, Chicago, Ill. Dear Sir: In accordance with your quotation of July 10, please enter our order #146 for

300 pairs of hinges, flat back, 3"
joint, left leaf $1\frac{1}{2}$ ", right leaf $1\frac{3}{4}$ ".

¶ We note that your terms are c. o. d. We ask that you extend to us the usual terms of thirty

days net cash, and refer you to the First National Bank of this city, Belknap Hardware Company, Louisville, Kentucky, and the Republic Iron & Steel Company, Pittsburgh. We assure you that your invoice will be paid promptly. ¶ If you can accept the order on these conditions, please make the shipment at once. Yours very truly, De Luxe Metal Furniture Co., Purchasing Agent. (122-708)

Exercise 131

Mr. H. J. Martin, Purchasing Agent, De Luxe Metal Furniture Company, Cleveland, Ohio. Dear Sir: This will acknowledge receipt of your order #146 which you ask that we ship on open account. ¶ We assure you that our suggestion to ship this order C. O. D. was not intended to reflect in any way upon your credit. Our reason for wanting to handle the transaction in this manner was due to the fact that you do not have an open account with us, and rather than open one for this small amount we felt that it would be more satisfactory to handle the order on a cash basis. Of course if you are planning to give us additional business for this material in sufficient quantities to warrant opening an account, we shall be glad to comply with your request. ¶ The order is being prepared for shipment and will go forward immediately upon receipt of your letter stating definitely the terms you wish to cover this transaction. Yours very truly, Walleck Hardware Co., General Manager. (171-968)

Exercise 132

Mr. L. C. Walleck, General Manager, Walleck Hardware Company, 318-324 Wabash Ave., Chicago, Ill. Dear Sir: We have your letter of July 13 referring to our order #146. We note your statement concerning the terms of shipment for this order. Undoubtedly we shall be buying a considerable quantity of this

* If envelopes are not available, use slips of paper $3\frac{5}{8}$ " x $6\frac{1}{2}$ ".

BUDGET XXXV

Concentration Drill

depreciate certifying collateral collection cancellation commitments
comptroller countersign counterfeit liquidation speculative
reinforced deflection blueprint vitrified stanchion scantling
galvanize curtilage alignment wainscot pedestal keystone concrete
buttress pavillion manhole macadam lattice faience culvert ductile

Acceleration Drill

to call on hand at that if they in fact to this on that by this in that
as much in your to that to work to them we want of this to sell in time
on this is that can you and not and see can not and our and say was not
did you but the did not was the are you you are who are who had why not
for their for which the whole the order you would you could you learn

Speed and Accuracy Drill

STROKES

Experience is said to be the best teacher, but this aphorism, like	67
so many others, states only part of the truth. There is no task in life	140
that can not be made easier by the teaching of those who know. There	210
are many business men of limited vision who say, "The only way to	276
learn principles of business is to work up from the bottom." Self-	344
made business men are said to be the best business men. This is not	413
true. Men who have not had the benefit of business education have	480
made great success, but they have made it in spite of difficulties which	553
they might have avoided. Thorough education would have improved	618
their business knowledge and bettered their business judgment. I	684
say this, not because I should like to have been a business man or	750
because my taste lay in that direction, for it did not. I say it because	824
I have found by experience that a knowledge of business methods	888
and business principles is a constantly recurring need, both for those	959
who practice my profession of the law and for those who perform	1023
judicial functions.—William H. Taft	1060

Form Letters with Special Paragraphs

Many businesses that write a large number of letters follow the practice of sending out duplicate letters to their correspondents. There are two entirely different conditions under which these letters are used: in one, they initiate business; in the other, they answer incoming letters. If the letter is for the purpose of initiating business, it is often printed in imitation typewriting, or is run off on a duplicating machine similar to the Mimeograph or the Multigraph. In this case, the letter

material, and at a later date shall be ordering hinges in lots of at least 1,000 pairs. These hinges will be used on a cabinet which we are getting ready to place on the market. We should, therefore, prefer to have you ship this order on open account. ¶ We are mailing to you under another cover our latest catalogue describing our line of shelving. On pages 58 and 59 you will find a description of the cabinet on which these hinges will be used. Yours very truly, De Luxe Metal Furniture Co., Purchasing Agent. (140.715)

de luxe metal furniture company cleveland ohio gentlemen your order #146 has been entered for immediate shipment we shall comply with your request of july 15 and ship the order on open account rather than c o d ¶ we also acknowledge the receipt of your very interesting catalog showing descriptions of your line of shelving we sincerely hope that you will find it possible to give us additional business for the hinges used on the steel cabinets illustrated on pages 58 and 59 yours truly walleck hardware company general manager (90.547)

BUDGET XIX

Review Drills

f4f j7j f5f j6j d3d k8k s2s 191 ; 0 ; f\$ f j& j f% f j _ j d# d k' k s" s l(l
ftf jyj frf juj fbf jnj fvf jmj ded kik dcd k, k sxs 1.1 sws lol fbf
fgf jhj aqa ; p ; fff jjj aza ; / ; k? k ; - ; sws lol ; ¼ ; ; / ; @ ; ; ø ;
afsdrtf ; jlkuyj afsdvbf ; jlkmnj afwsedf ; jolikhj afsdecf ; jlkij
qupra ; weiodk fafecf j ; ji, j querio patisy wawbw o ; ono,

Sentence Practice

Cultivation is as necessary to the mind as food to the body.
He who would climb the ladder must begin at the bottom.
Well is it known that ambition can creep as well as soar.
If you don't do better today you'll do worse tomorrow.
All that is human must retrograde, if it does not advance.

Paragraph Practice

My son, remember you have to work. Whether you handle pick or wheelbarrow or a set of books, digging ditches or editing a newspaper, ringing an auction bell or writing funny things, you must work. Don't be afraid of killing yourself of overworking on the sunny side of thirty. Men die sometimes, but it is because they quit at nine p. m. and don't go home until two a. m. It's the intervals that kill, my son. The work gives you appetite for your meals; it lends solidity to your slumber; it gives you a perfect appreciation of a holiday. There are young men who do not work, but the country is not proud of them. It does not even know their names; it only speaks of them as old So-and-So's boys. Nobody likes them; the great, busy world doesn't know they are here. So find out what you want to be and do. Take off your coat and make dust in the world. The busier you are, the less harm you are apt to get into, the sweeter will be your sleep, the brighter your holidays, and the better satisfied the whole world will be with you.—Bob Burdette (202-1053)

from my present position. Unless you can make a better offer, we shall have to call off all negotiations. Please wire me if you can make any material advance in your offer. A telegram should be addressed to my telephone number, Hazel 1846. Very truly yours, *F. L. Homer.*

Return Telegram

Mr. F. L. Homer, Hazel 1846, Seattle, Wash. Offer twelve hundred dollars more after January first. Richey Publishing Company, Main 1053.

Letter Confirming the Telegram

chicago ill mr f l homer 548 moravia street
seattle wash dear sir as we need a man like
you to represent us on the pacific coast we are
willing to increase our offer of \$1000 and
commissions to \$1200 and commissions to take
effect upon the signing of the contract since
business in your territory should be rather
well established after january 1 the regular
salary in all likelihood could be increased to
\$1500 or even more we hope you can see your
way clear to accept this new proposition very
truly yours the richy publishing company
m g miller manager

The following telegram reached the Richey Publishing Company before their letter reached Mr. Homer: [*Use the date following that of the first telegram.*]

Offer of twenty two hundred and commissions after January first accepted. F. L. Homer.

Incoming Letter 2

Letter confirming Mr. Homer's telegram: [*Use the same date as in the second telegram.*] Gentlemen: Your offer of a fixed salary of \$2200, supplemented by commissions on sales, warrants my severing connections with my present company. I shall be ready to take up my work with you after September 1 when

my contract with Ellsworth & Company expires. My wide acquaintance along the coast should make our alliance mutually profitable and consequently satisfactory. Very truly yours, *F. L. Homer.*

Telegram which crossed Mr. Homer's letter: [*Use the same date as in the second telegram.*] Mr. F. L. Homer, Hazel 1846, Seattle, Wash. Telegram misunderstood suspend operations letter follows. The Richey Publishing Company.

Letter confirming the foregoing telegram: [*Use the date of the preceding telegram.*]

dear sir we regret exceedingly that the omission of a period after the expression \$1200 in our telegram to you resulted in so serious a misunderstanding our message should have read offer twelve hundred dollars period more after january first instead of offer twelve hundred dollars more after january first we trust you have done nothing in the way of severing your connections with ellsworth & company as we could not under any consideration so greatly increase the amount offered we can however agree to \$1200 will you let us hear from you immediately on receipt of this letter yours truly the richy publishing company *m g miller manager*

Incoming Letter 3

[*Type the date line and the address to accord with the rest of the correspondence.*]

Gentlemen: Fortunately I am a man who is slow to give up old associations, especially when these relations have been as pleasant as mine have been with Ellsworth & Company. The difference between my income with them and what could be the most optimistic estimate of my earnings with you with the fixed salary of \$1200, would not justify my entering your service. Please feel no uneasiness on account of the ambiguity of your telegram. Very truly yours, *F. L. Homer.*

Supplementary Drills

one 1 four 4 three 3 eleven 11 fifteen 15 thirteen 13
two 2 five 5 seven 7 twelve 12 sixteen 16 fourteen 14
six 6 nine 9 eight 8 twenty 20 seventy 70 eighteen 18
two 2 cent ¢ dash -- pounds # at sign @ seventeen 17
and & feet ' colon : hyphen - dollars \$ forty-one 41
six 6 half ½ ditto " number # seconds " sixty-two 62

LETTER EXERCISES

Correspondence between the Clement Construction Company, 825 St. James Street, Shreveport, La., and Hartley Rail and Tie Manufacturing Company, St. Louis, Missouri. Mr. J. B. Mitchell is the Purchasing Agent for the Clement Construction Company and has all letters written double spaced. Mr. B. O. Hartley is President of the Hartley Rail and Tie Manufacturing Company and has his stenographer use the inverted paragraph style for all letters (Style Letter No. 3). In typing the quotation sheet, make out a simple letterhead form with QUOTATION SHEET centered two spaces below the two-inch date line. Address an envelope for each letter.

Exercise 134

Hartley Rail and Tie Manufacturing Company, St. Louis, Mo. Gentlemen: Please give us your lowest price on one car of Pusher Track Ties for delivery to Monroe, La. These ties are to be Creosoted Oak and cut in accordance with the attached drawing #54,325 and notes thereon. ¶ In making the quotation please state your lowest figure for boring and also for counterboring the ties. Yours truly, Clement Construction Company, J. B. Mitchell, Purchasing Agent. (75-469)

Exercise 135

Clement Construction Company, 825 St. James Street, Shreveport, La. Attention Mr. J. B. Mitchell. Gentlemen: Inquiry No. 51-8-25. We enclose our formal quotation covering Pusher Track Ties for delivery to Monroe, La., and cut in accordance with blueprint and notes enclosed with your letter of September 5. ¶ In submitting this quotation, we wish to call your attention to the fact that we furnish the highest grade Mixed Oak Pusher Track Ties, treated with six pounds of Creosote Oil per cubic foot of timber and cut strictly in accordance with your specifications. ¶ We trust that you will find these prices attractive and that we may enter your order at the price quoted. Very truly yours, Hartley Rail and Tie Manufacturing Company, B. O. Hartley, President. Enclosure. (27-811)

QUOTATION SHEET

To Clement Construction Company,
Shreveport, La.

206 Pieces — Mixed Oak Pusher
Track Ties, 8½ x 12-3' SIS to
exactly 8", treated with 6 lbs.

Creosote Oil per cu. ft. of timber. \$73.80 per M'BM

The above ties to be in strict accordance with your drawing #54,325, and notes thereon.

5¢ per hole for boring.

5¢ per hole for counterboring.

Shipment within ten days after receipt of order.

Hartley Rail and Tie Manufacturing Company. (202-1131)

Exercise 136

Hartley Rail and Tie Manufacturing Company, St. Louis, Mo. Attention Mr. B. O. Hartley. Gentlemen: Please enter our order for 206 pieces Mixed Oak Pusher Track Ties, cut to 8", treated with 6 lbs. Creosote Oil per cu. ft. of timber, and otherwise cut in accordance with our drawing #54,325 and notes thereon, submitted under date of September 5, and make shipment as soon as possible. ¶ In making acknowledgment of this order, please refer to our order #351-S-26. Yours truly, Clement Construction Company, J. B. Mitchell, Purchasing Agent. (88-541)

Exercise 137

Clement construction company 825 st james street shreveport la gentlemen we acknowledge the receipt of your order #351-s-25 covering bill of pusher track ties for delivery to you at monroe la this order has been entered under our order #a-4828 ¶ we have entered this order for immediate rush shipment and we will wire you promptly when shipment has been made very truly yours hartley rail and tie manufacturing company b o hartley president (75-438)

BUDGET XXXIV

Concentration Drill

computation discrepancy certificate liabilities demountable
compartment compression condensation transmission differential
carburetor combustion thermostat rebounding accelerator demonstrate
autophone deflation laudaulet limousine resilient circuited ignition
manifold terminal gasoline trunnion vaporize tonneau magneto chassis

Acceleration Drill

that this have been make them this time look over that your that will
is at this is on this as soon as to take it in case of to give us is that we
will be of that it is must be so this is so a few days ago on the part of
we are advised we are sending we wish to say by return mail in addition to
with regard to there has been along the line whether or not you will find

Speed and Accuracy Drill

STROKES

Who sneers at commerce? Is it the devotee of learning? Let him
remember that it was the traders of Phoenicia who gave letters to
Greece; it was the maritime states of Greece who adorned the world
with poetry, and philosophy, and art; it was the age of England's
commercial supremacy which brought the highest glory to her uni-
versities; it is in great part the liberality of merchants which has
established on our shores these great institutions—Harvard, Yale,
Princeton, Columbia, Cornell. Let him remember the little com-
mercial city of Leyden, and her imperishable example. For when her
heroic siege was ended—when she had won her unparalleled victories
against armies, ships, cannon, pestilence, flood, and famine—when
the Prince of Orange in his unbounded gratitude came and asked
her to choose her reward—that little city of Dutch merchants chose
not gold, nor freedom from taxes, but a university, and the reward
of her defense became the light of Europe.—Henry Van Dyke

65
131
198
264
329
398
465
532
597
665
732
795
863
930
989

EXERCISES

Illustrating the Serious Consequences of Not Inserting Necessary Punctuation in a Telegram

The correspondence in this budget will explain its purpose. It contains a letter from a
prospective agent to a company which has offered him employment; a telegram with a letter of
confirmation answering the incoming letter; a telegram and letter from the prospective agent
accepting the company's offer; a telegram and letter from the company calling attention to an error
in the telegram; and the return letter from the prospective agent. Type the incoming letters and
telegram without carbon and the outgoing letters and telegram with carbon. Address envelopes for
the letters but not for the telegrams.

Incoming Letter 1

548 Moravia Street, Seattle, Wash. [*Three* a year salary in addition to commissions on
days before the current date.] The Richey sales is not sufficiently better than the salary
Publishing Company, 639 State Street, Chi- I now receive to tempt me to make a change

BUDGET XX

Alternate Left- and Right-Hand Word Drills

were only card upon dear join fast look best mill date kiln
cast none rate link barb milk tact pomp case lull text July
exact edged imply aware tract nymph scarf cease union treat eager
regard better kindly effect brewer plump recede scarce Phillip
averages backward monopoly traverse awarded minimum rearward

Sentence Practice

The sum of 3 and 9 and 4 and 1 and 6 and 7 and 2 and 5 is 37.
We enclose check for \$829.05 in payment of your invoice #894.
The goods sold for $59\frac{1}{4}\phi$ per yard, but it is now reduced to $47\frac{1}{2}\phi$.
Discount a note for \$570 @ 6% for two years and eight months.
The telegram read: "Ship O'Shea & Company order #672."

Paragraph Practice

There are two ways of being happy: We may either diminish our wants or augment our means—either will do—the result is the same; and it is for each man to decide for himself, and do that which happens to be the easier. If you are idle or sick or poor, however hard it may be to diminish your wants, it will be harder to augment your means. (69-344)

If you are active and prosperous or young or in good health, it may be easier for you to augment your means than to diminish your wants. But if you are wise, you will do both at the same time, young or old, rich or poor, sick or well; and if you are very wise you will do both in such a way as to augment the general happiness of society.—Franklin (72-348)

THE CONNECTICUT MUTUAL LIFE INSURANCE CO.

AGENCY 64, Pittsburgh, Pa.

DATE October 3, 1923
FROM M. C. Thomas, General Agent
TO Title Department
SUBJECT Policy 503, 409, Robinson

Enclosed find the above policy, together with a request for change of beneficiary to Harriet G. Robinson, wife.

Illustration No. 47. Style Letter No. 4-A—Inter-office Form.

STYLE LETTER No. 4-A illustrates the use of inter-office letter form. Inter-office correspondence of this kind is seldom signed. This really constitutes a memorandum rather than a letter.

EXERCISES

In completing this budget, make two carbon copies of the telegram, one for the file and one to be sent to the correspondent with the letter.

Prepare the outgoing letters for the mail. Attach to the incoming letters the envelopes and the carbon copies of the answers as you have in previous budgets. Attach the file copy of the telegram to the back of the carbon of the letter of confirmation and mark the letter "file" in the upper right corner.

Incoming Letter 1

R. D. 21, Augusta, Ohio. [*Dated two days previous to current date.*] The Wakanee Supply Company, Mr. George B. Lyons, Manager, 478-482 Avenue K, Steubenville, Ohio. Gentlemen: I am contemplating putting in a new water system in my country home about fourteen miles from Augusta. Will you please send me descriptions of your different plants, with prices, in order that I may make an intelligent comparison with some other systems that I am considering? Very truly yours, *W. H. Bourne*. (Transcribed by K.L.I.)

Outgoing Letter to Prospective Customer

dear sir we are sending you under separate cover one of our new catalogs which has just come in from the printer the price quotations given in it will prove interesting to you a telegram is being sent to our mr f l burnson 87 fortieth street your city asking him to see you at the earliest possible moment mr burnson has full power to act for us you can place entire confidence in his ability and integrity as he is one of our most efficient water plant engineers please hold your order until you have seen him very truly yours the wakanee supply company *george b lyons* manager

Telegram to the Agent

F. L. Burnson, 87 Fortieth Street, Augusta, Ohio. See W. H. Bourne, R. D. 21, Augusta, about new water plant for country home. The Wakanee Supply Company.

Outgoing Letter Confirming the Telegram
dear sir this letter is to confirm the telegram

that we have just dispatched to you a copy of which you will find enclosed we are writing to mr bourne direct asking him to hold his contract until you have seen him please call on him at once examine the new price list that we are enclosing in the catalog that we shall send under another cover we have made some changes in our prices which will need your attention do your best to secure this contract as we are sure the installment of this water plant would be an entering wedge for our systems of water supply in your section of the country very truly yours the wakanee supply company *george b lyons* manager

Incoming Letter from the Agent

[*Date this letter one week later than the preceding one.*]

Gentlemen: I was just in time to prevent Mr. Bourne from placing his contract with the Lewisohn Company. The Lewisohn water plants have been giving entire satisfaction in all of their installments here, so I had some difficulty in persuading Mr. Bourne to consider the many advantages that our plants have to offer. I took him over to see the work that we are doing for Mr. H. T. Robinson at Portsmouth. The results obtained there, coupled with Mr. Robinson's enthusiastic comments on the system, seemed to convince Mr. Bourne more than anything that I could say or do. As he wants the work to begin at once I have taken the liberty of sending the drawings and dimensions direct to our contracting engineer. We can begin our work here just as soon as the blueprints and specifications arrive. Very truly yours, *F. L. Burnson*, The Wakanee Supply Company. (Transcribed by O.P.L.)



F. G. MINNICK
General Agent

THE PITTSBURGH & LAKE ERIE RAILROAD COMPANY
THE LAKE ERIE & EASTERN RAILROAD COMPANY

OFFICE OF GENERAL MANAGER

PITTSBURGH

February 10, 192

Mr. T. A. Kines
Shipping Clerk

Mr. J. A. Perry

Mr. E. A. Hall

Mr. E. T. Riley

Material Distributors

Gentlemen:

File 2000--Handling of Locomo-
tive Supplies

It has come to my attention that instructions are not being carried out in regard to returning old scoop shovels, monkey wrenches, and coal picks before new ones are issued.

These instructions are imperative and must be lived up to, and I desire that old tools be kept by themselves and inspected by Road Foreman of Engines or by the Master Mechanic before they are discarded.

When we have an accumulation of these tools, I wish you would call my attention to the fact so that they may be looked over without delay.

Yours truly,

Storekeeper

EMB:LB

Illustration No. 48. Style Letter No. 4-B--Inter-office Form.

STYLE LETTER No. 4-B illustrates a distinct form of addressing more than one man. The ribbon copy or the letter goes to the first named person and the carbon copies to the others. Note the absence of the firm name in the closing lines. An examination of the letter will show that it is written in the first person singular. A letter written in the first person singular does not properly take the firm name in the closing lines.

Telegrams and Letters of Confirmation

Telegraph service offers a means of quick communication which business offices employ almost daily. The writing of a telegram is different from the writing of a letter in that every word not essential to the clearness of the message should be omitted. The form, also, is different.

When you write a telegram, x in the kind of service required in the place prepared for this purpose in the upper left corner of the blank. Space up and type the date about four single spaces below the printed heading. The address, usually written about four single spaces below the date, should include the name, street and number, telephone number if desired, and the place. Omit the salutation. In the message, type common abbreviations such as cod, fob, cfi, am, pm, etc., as they are shown here. Spell out all numbers. If you wish to indicate punctuation, spell out the words instead of using the signs. An accepted practice is to use the word "stop" to indicate the end of a sentence. If a quotation is to be indicated, use the word "quote" at the beginning and the word "unquote" at the end. Omit the complimentary closing and type the signature, whether it be the name of a firm or of an individual. For the purpose of reference, type the address of the sender and his telephone number in the lower left-hand corner.

As telegraph companies write messages in capitals for delivery, many business men require their outgoing telegrams to be typed in capitals so that they can see them as they will appear to their correspondents. The practice is not desired by others as it necessitates the omission of punctuation in the date line and address, a habit so fixed by repetition that the omission is uncertain and the result is frequently an upper case character. Unless otherwise instructed, type telegrams in lower case.

Usually, three copies, an original and two carbons, are made for each telegram. The ribbon copy is sent to the telegraph company for transmission. One carbon copy may be placed in the office file for future reference or, in many cases, for use in making a proper distribution of cost between different departments. The other carbon copy may be sent to the correspondent if the message is not repeated in the body of the letter. Additional carbon copies may be made if the office procedure requires them. Telegrams should be typed double space.

CLASS OF SERVICE DESIRED			
DOMESTIC	CABLE		
TELEGRAM	FULL RATE		
DAY LETTER	DEFERRED		
NIGHT MESSAGE	CABLE		
NIGHT LETTER	WEEK END LETTER		

Patrons should make class of service desired. Other rates increase with distance and season of communication.

NEWCOMB CARLTON, PRESIDENT

J. C. WILLEVER, FIRST VICE-PRESIDENT

WESTERN UNION

Form 1206 A	
NO.	CASH OR CHG.
CHECK	
TIME FILED	

Send the following message, subject to the terms on back hereof, which are hereby agreed to

May 14, 1928

The Anchor Canning Company
1861 Station Street Telephone Linden 2708
Rockford Ind
Shipped today via Santa Fe one car cherries stop
Second car will start tomorrow
Westlake & Wallace

Peoples Gas Building
Main 1053

Illustration No. 55. A Telegram

LETTER EXERCISES

Correspondence between Mr. Robert A. Dawson, Ithaca, New York, and Mr. George L. Wright, General Agent, National Mutual Life Insurance Company (Agency 65), Buffalo, New York. Mr. Dawson is field agent for Agency 65, of which Mr. Wright is the General Agent. The letters containing not more than seventy-five words should be written double spaced. Write the other letters single spaced, either blocked or indented. Note the use of the Inter-office correspondence form. Before writing Exercise No. 142, carefully study Letter No. 4-A given on page 99. Address an envelope for each letter.

Exercise 138

Mr. George L. Wright, General Agent, The National Mutual Life Insurance Co., Buffalo, N. Y. Dear Sir: In re F. B. Pierson, Policies 219,816-7-8. The insured desires to pay the premiums on the above three policies annually on December 15. Will you please send me the necessary blanks and definite instructions in order that I may have this change made for Mr. Pierson just as soon as possible? Yours very truly, (*71-400*)

Exercise 139

Mr. Robert A. Dawson, Ithaca, New York. Dear Sir: We are enclosing forms of request for change in premium dates under policies 219,816-7-8—Pierson. The forms should be signed by the insured and properly witnessed. ¶ As there is a loan under policy #219,816 it will be necessary to execute a new loan agreement containing the new premium date in its terms. We enclose such an agreement to be signed by Frank O. Pierson and Louise G. Pierson before a witness. Please return this agreement properly signed with the other papers. ¶ The installments of \$14.52 on policy #219,816, and \$12.35 on each of the other two policies, with interest of \$11.57 on the loan to October 20, a total of \$50.79, is to be paid and the check forwarded with the request for modification. ¶ This will give you all the information requested in your letter of October 4. Yours very truly, The National Mutual Life Insurance Co., George L. Wright, G. A. Enc. 2. (*162-916*)

Exercise 140

Mr. George L. Wright, General Agent, The National Mutual Life Insurance Co., Buffalo, N. Y. Dear Sir: Under date of October 7 you wrote me enclosing forms to be used in connection with the three policies on the life of Frank O. Pierson. ¶ Mr. Pierson has brought in a receipt dated October 5, showing that a net premium of \$15.39 plus

an interest charge of \$8.88 was paid. He seems to think that your letter was written before receiving this check for \$24.27 and thinks that this amount should be deducted from the \$50.79 given in your letter. ¶ Please advise me if this is correct as I have a check in blank from Mr. Pierson which I shall fill out and forward to you as soon as I hear definitely from you. Yours very truly, (*135-691*)

Exercise 141

Mr. Robert A. Dawson, Ithaca, N. Y. Dear Sir: Re: Policy 219,816, F. O. Pierson. We are asking our company for a new form of request for modification. This new blank will modify the date from September 20, 1926, to December 15, 1927, and we believe will accomplish the purpose Mr. Pierson has in mind. Immediately upon receipt of the blank we shall send it to you to be completed and returned with the forms under the other two policies. Yours very truly, Per George L. Wright. (*87-456*)

Exercise 142

DIRECTIONS: Use Inter-office correspondence form—Style Letter 4-A.

Date: October 12, 1927
From: George L. Wright, G. A.
To: John F. Davis, Actuary
Subject: Policy #219,816, Pierson

A request for modification of the premium date under the above policy from September 29 to December 15 was recently made by our agent, Mr. Dawson. The proper form for this modification was sent to us from your office. While the modification was pending, Mr. Pierson remitted the regular quarterly premium due September 20 and we inadvertently overlooked the fact that he had requested a modification in the date and reported the item to the company. ¶ Will you please send us a new request for modification from Septem-

and a cash slip. You are to be congratulated on the satisfactory increase of business that you are producing in your part of the country. Your energetic and progressive methods are receiving the commendations of all the members of the board. I have received instructions to advance to you sufficient capital to take care of this increase of business, and you will find an additional check for

\$5000 on the Steubenville State Bank, made in your favor, which is to be deposited in the name of the company in the Farmers National Bank of your city, the deposit to be subject to withdrawal by you for any business connected with the Wakane Supply Company. Very truly yours, *W. R. Foster*, Cashier, The Wakane Supply Company. (Transcribed by G.B.)

BUDGET XXXIII

Concentration Drill

valve coupe sedan clutch garage sector poppet control checks broker
 serial specie accept bullion deposit premium protest cashier foreign
 receiver exchange currency director interest security dividend
 fiduciary franchise syndicate cancelled withdrawn depositor remittance
 redeemable definitive memorandum redemption subsidiary acceptance

Acceleration Drill

he is to it of my in my of it if we to me if it of you on our to all in its
 of its in any by the to pay we beg as you in our of all on his up the at our
 at all if not he was to ask at any he can we had by you to him is the on the
 do you it has to put to get to say of his he did he will we find of such
 on your of time we take to come at this to look we feel at once on such

Speed and Accuracy Drill

STROKES

Who sneers at commerce? Is it the friend of peace? Let him	61
remember that commerce has created and established the system of	126
international law; that there is no spot of land today upon which the	196
rights of property and person are more secure than upon the high	261
seas. Let him remember that "every ship that sails the ocean is a	328
pledge of peace to the extent of its value; every white sail a more	396
appropriate symbol of peace than the olive branch itself."	455

Who sneers at commerce? Is it the preacher of Christianity? Let	522
him remember that it was the trade of Thessalonica which caused the	590
Gospel to sound forth from that city into all the world; it was the	658
enterprise of commerce which opened the closed gates of China, and	725
Japan, and Korea to the missionary, and made possible those	785
triumphant advances of Christianity of which we are beginning to	850
hear the first footfalls, and for whose completion we must look to the	921
consecrated wealth of mercantile communities.—Henry Van Dyke	983

ber 20, 1926, to December 15, 1927. This request will be submitted with the requests on two other policies on Mr. Pierson's life. (No signature to be used.) (128-755)

Exercise 143

Mr. Robert A. Dawson, Ithaca, New York.
Dear Sir: We have been advised by the Company that it will not be practicable to make the modification as suggested in our letter. They will therefore allow us to charge back the premium and interest of \$24.27 paid by Mr. Pierson under date of October 5. ¶ The blank sent to you for modification

should be completed and returned with Mr. Pierson's check for \$26.52, which is the amount of the installments necessary on the modifications, less the amount of his payment. Yours very truly, George L. Wright, G. A. (97-538)

Exercise 144

Mr Robert a dawson ithaca new york dear sir enclosed you will find copies of forms of requests for modification under policies #219816-7-8—pierson one copy is to be attached to each policy yours very truly george l wright general agent (41-246)

BUDGET XXI

Syllable Drills

A marked increase in the development of skill in typewriting will result from a careful and intelligent study of syllables. In the drill work given with Budgets 15 and 17 inclusive you practiced two-letter sequences. Such drill work prepared you for the further step of associating groups of letters into syllables, and thinking in terms of syllables rather than the individual letter. If this syllable practice is to be effective in developing greater accuracy and speed, you must be definitely aware of the letter groupings in the syllables, and you must instantly recognize the syllable when writing words in which the syllable occurs. This will speed up your finger movements, but must not interfere with the definite rhythm of writing.

(Think the syllable as you write.)

al no be un de ly er it or ty pa zy si as in ev li ex
ble con dis for gen ing pre ter pro com ful est low man
col der mit pos ver ple ber cor day per ven por can fer
age cov dif ers lec men out son ten par ous quo pey rec
ance hand lect ment sure ness tion some qual sion sent

Sentence Practice

The mind of man is always longing to do something.

An archer is known by his aim, not by his arrows.

He who does nothing for others does nothing for himself.

Be silent, or say something better than silence.

He receives most favors who knows how to return them.

Paragraph Practice

The faculty to dream was not given to mock the soul for the realization of those ideals, us. There is a reality back of it. There is a the longing for full, complete self-expression, divinity behind our legitimate desires. By the time and opportunity for the weaving of the desires that have divinity in them, we do the pattern shown in the moment of our highest transfiguration. A man will remain a rag-picker as long as he has only the vision of the rag-picker. (123-642)

EXERCISES

This budget consists of one outgoing letter from F. L. Burnson, Agent of the Wakanee Supply Company, 87 Fortieth Street, Augusta, Ohio, accompanied by a copy of a pay roll; one incoming letter from the home office accompanied by a distribution sheet, a cash slip, and two checks, one covering the pay roll and the other to be deposited in the bank.

Type the incoming mail and the distribution sheet without carbon and the outgoing mail and the pay roll with carbon. Type the checks and cash slip from the data given in the pay roll and letter. Prepare the mail with the necessary enclosures, and submit for approval as directed in Budget XXXI, page 133. Enclosures representing money should be placed within the letter even with the crease after it has received its first fold. When letters are to be sent to a foreign country, or by registered or air mail, or by special delivery, check in red in the stamp corner of the envelope as a warning to use correct postage.

No punctuation will be given for outgoing letters and no paragraphs will be indicated for incoming letters in this or the following budgets. Part of your work will be to punctuate and paragraph all letters.

Outgoing Letter

augusta ohio wakanee supply company w h foster cashier steubenville ohio gentlemen the enclosed pay roll copy is for the week ending [*use the date of the previous Saturday*] you will find three additional names on this list i hired these men for the davis job all three have had considerable experience in putting in water systems having worked for the lewissohn company for the past five years they were receiving 50¢ an hour from their former employers i agreed to give them the same wage this letter is being sent by air mail as the outlay on the three outfits now being installed has been very heavy and i should like to have your return check as soon as possible i am almost sure that i shall have three new installations to report within the week very truly yours *f l burnson* the wakanee supply company Pay Roll: [*The time-keeper has just sent over the following data from the time cards of the employees.*] Monday: Fred Salt, 9 hrs.; John Black, 9 hrs.; William Hobson, 8½ hrs.; James Clark, 10½ hrs.; Jack Brown, 9 hrs.; Albert Smith, 7½ hrs.; Harry Beck, 8½ hrs.; Samuel Rutter, 8 hrs.; Walter Crane, 9½ hrs.; Wilson Burton, 8½ hrs.; Charles Lynn, 7 hrs.; Henry Hull, 9 hrs.; Frank Spillman, 9½ hrs.; Joe Jennings, 9 hrs. Tuesday: Salt, 8½ hrs.; Hobson, 10½ hrs.; Burton, 9 hrs.; Clark, 9 hrs.; Beck, 9 hrs.; Black, 8½ hrs.; Spillman, 8 hrs.; Jennings, 9 hrs.; Hull, 8½ hrs.; Lynn, 8 hrs.; Crane, 9½ hrs.; Rutter, 8½ hrs.; Smith,

7 hrs.; Brown, 7½ hrs. Wednesday: Hobson, 9 hrs.; Clark, 10 hrs.; Burton, 9 hrs.; Jennings, 9½ hrs.; Lynn, 8½ hrs.; Rutter, 8 hrs.; Brown, 9 hrs.; Smith, 8 hrs.; Crane, 9 hrs.; Hull, 9 hrs.; Spillman, 9 hrs.; Beck, 10 hrs.; Black, 9½ hrs.; Salt, 8 hrs. Thursday: Clark, 9 hrs.; Jennings, 9 hrs.; Rutter, 9 hrs.; Smith, 9 hrs.; Hull, 10 hrs.; Beck, 10 hrs.; Salt, 10 hrs.; Hobson, 9½ hrs.; Burton, 9½ hrs.; Lynn, 9 hrs.; Brown, 10 hrs.; Crane, 9½ hrs.; Spillman, 9½ hrs.; Black, 10 hrs. Friday: Jennings, 9½ hrs.; Smith, 9½ hrs.; Beck, 10½ hrs.; Hobson, 10 hrs.; Lynn, 9½ hrs.; Crane, 10 hrs.; Black, 10½ hrs.; Clark, 10 hrs.; Rutter, 9½ hrs.; Hull, 10½ hrs.; Salt, 10½ hrs.; Burton, 10 hrs.; Brown, 10½ hrs.; Spillman, 10 hrs. Saturday: Smith, 9 hrs.; Hobson, 9½ hrs.; Crane, 9½ hrs.; Clark, 9½ hrs.; Hull, 10 hrs.; Burton, 9½ hrs.; Spillman, 9½ hrs.; Jennings, 9 hrs.; Beck, 10 hrs.; Lynn, 9 hrs.; Black, 10 hrs.; Rutter, 9½ hrs.; Salt, 9½ hrs.; Brown, 10 hrs. Wage per hour: Smith, Hobson, Crane, Clark, Hull, Burton, and Spillman receive 50¢ an hour; Jennings, Beck, Lynn, Black, Rutter, Salt, and Brown receive 45¢ an hour.

Incoming Letter

Mr. F. L. Burnson, Agent, Wakanee Supply Company, 87 Fortieth Street, Augusta, Ohio. Dear Sir: According to your request I am sending by air mail the check to cover your pay roll for the week ending [*use the date given on the pay roll*], a distribution sheet

Our mental attitude, our heart's desire, is our perpetual prayer which Nature answers. She takes it for granted that we desire what we are headed toward, and she helps us to it. People little realize that their desires are their perpetual prayers—not head prayers, but heart prayers—and that they are granted. Most people do not half realize how sacred a

thing a legitimate ambition is. What is this eternal urge within us which is trying to push us on and on, up and up? It is the urge, the push in the great force within us, which is perpetually prodding us to do our best and refuses to accept our second best.—Orison Swett Marden (*117-630*)

LETTER EXERCISES

Exercises 145, 146, 147 (the first three letters in the Budget) are to be written according to Style Letter No. 4-B. Exercises 148 and 149 (the last two letters) are to be written according to Style Letter No. 4-A.

Exercise 145

T. A. Kimes, Shipping Clerk, J. A. Ferry, F. A. Hall, E. T. Riley, Material Distributors. Gentlemen: File 2000—Issuing New Tools. Referring to the memorandum issued by the Superintendent, relative to the irregularity of issuing new tools of any description, I wish to say that the greater part of this irregularity has been due to the willful displacement of old tools by the men in the yards. We shall probably have to hold each foreman of the different departments responsible for the tools used by his men. The Superintendent is determined, and rightly so, to stop some of this waste of materials. You, in your capacity, can give decided help in the readjustment of these matters, and I am looking for your hearty cooperation. Very truly yours, E. M. Burns, Storekeeper. (*131-766*)

Exercise 146

T. A. Kimes, Shipping Clerk, J. A. Ferry, F. A. Hall, E. T. Riley, Material Distributors. Gentlemen: File 2000—Lack of tools for New Men. In regard to the joint complaint you made in my office yesterday morning about not having a sufficient number of scoop shovels, monkey wrenches, and coal picks to supply the new men that are coming into the yards, I wish to say that this is a mat-

ter over which we have no control at present. The shipment we expected this week has been lost in transit; meanwhile, old tools are being issued until the new ones come in. ¶ It would be a good plan for you to get in touch with me each morning as our foremen are turning in all tools not in use. I may be able to meet your requirements with these tools. Yours truly, E. M. Burns, Storekeeper. (*148-721*)

Exercise 147

T. A. Kimes, Shipping Clerk, J. A. Ferry, F. A. Hall, E. T. Riley, Material Distributors. Gentlemen: File 2000—Handling Tools in the Yards. We are installing eight different kinds of shovels, each of which is to be used on a given type of material, such as a small shovel for ore, a large one for ashes, etc., and we have decided not to allow the workmen to select their own shovels from now on. ¶ We are going to put gangs of men under the orders of different foremen, each of whom is an expert in his line. In this way each yard man will learn the most economical method of doing each phase of yard work, and we can build up a force of men that will be efficient and pliable. Your hearty cooperation in this work will be greatly appreciated. Very truly yours, E. M. Burns, Storekeeper. (*149-779*)

Exercise 148

Date: February 8, 1927

From: C. B. Dodson

To: Thomas L. Nelson

Subject: Issuing and Handling Tools

Copies of letters to T. A. Kimes, Shipping Clerk, J. A. Ferry, and F. A. Hall, E. T. Riley, Material Distributors, are for your files.

The joint complaint about not having a sufficient number of scoop shovels, monkey wrenches, and coal picks to supply the new men has been satisfactorily adjusted.

No.	Name	Total Wages	Bill and Special Memorandum									
			\$10	\$5	\$2	\$1	50c	25c	10c	5c	1c	
1	J. Bridges	38 70	3	1	1	1	1		2			
2	R. B. Brown	30 38	3					1	1			3
3	T. Buchanan	40 05	4							1		
4	R. Curry	32 63	3		1		1		1			3
5	A. Hickling	36 40	3	1		1		1	1	1		
6	Meek Hind	35 88	3	1		1	1	1	1			3
7	F. G. Hudson	36 67	3	1		1	1		1	1		2
8	B. L. Hughes	35 10	3	1					1			
9	J. W. O'Dell	35 70	3	1			1		2			
10	T. W. Quandt	36 40	3	1		1		1	1	1		3
11	H. P. Roberts	40 48	4					1	2			
12	T. Romano	39 61	3	1	2		1		1			1
13	L. Scott	41 80	4			1	1	1		1		
14	E. B. Wickman	36 12	3	1		1			1			2
Totals		515 92	45	9	4	6	7	6	15	5		17

Illustration No. 52. A Pay Roll Distribution Sheet

bank. The second money column will show in its total the number of ten dollar bills that must be withdrawn, the sum of the third column will show the number of five dollar bills, and so on to the last column, which will show the number of pennies that must be withdrawn. (Illustration No. 52.)

Banks furnish what are called Cash Slips, or Cash Memoranda, to their depositors for use in withdrawals of this kind. (Illustration No. 53.) These slips are of about the same size as deposit slips, and designate on succeeding lines the different denominations of money issued. Opposite each of these designations the depositor will place the amount of that denomination that he desires to withdraw. The cash slip is accompanied by a check, usually made out by the typist and signed by the paymaster or the cashier. (Illustration No. 54.)

The Cooper Supply Company

Seabenville, Ohio May 28, 1921 No. 88

Pay to the order of Pay Roll \$ 515.92

Five Hundred, Fifteen, and ————— 92/100 Dollars

The Cooper Supply Co.,

D. O'Connor T.R.S.

to The Seabenville State Bank
Seabenville, Ohio

Illustration No. 54. A Check

The Seabenville State Bank		
PAY ROLL OF		
The Cooper Supply Company		
Per <u>S. W. Conner</u>		
May 28, 1921		
45	Bills, 10s	\$450 00
9	Bills, 5s	45 00
4	Bills, 2s	8 00
6	Bills, 1s	6 00
7	Half Dollars	3 50
6	Quarter Dollars	1 50
15	Dimes	1 50
5	Nickels	25
17	Pennies	17
	Total	\$515 92

Illustration No. 53. A Cash Slip

Exercise 149

Date: February 10, 1927
From: Thomas L. Nelson
To: C. B. Dodson
Subject: Issuing and Handling Tools

Contents of your communications to T. A. Kimes and the three Material Distributors have been noted by me. Carefully check the working of this new plan and see if it successfully meets the situation.

BUDGET XXII

Syllable Drills

ac im ca fi ed is es di ob ma ny ci en ry ti re na se
ad oc an po le at cy ap ef am on sa by co fu go fy ar
ies cer ate hon cal how did ear ent ion mer mem one rep
book call come deal fair form just kind live main pack
point quick right stand build thing where count great

Sentence Practice

Fear God and keep His commandments; this is the whole duty of man.
It is not by shirking difficulties that we can escape them.
To see clearly is poetry, prophecy, and religion,—all in one.
A hundred years can not repair a moment's loss of honor.
To do my best from dawn of day till night: this is my task.

Paragraph Practice

To me it seems as if when God conceived the world, that was poetry; He formed it, and that was sculpture; He varied and colored it, and that was painting; and then, crowning all, He peopled it with living beings, and that was the grand, divine, eternal drama.—Charlotte Cushman (50-277)

A man asked to define the essential characteristics of a gentleman—using the term in its widest sense—would presumably reply: "The will to put himself in the place of others; the horror of forcing others into positions from which he would himself recoil; the power to do what seems to him to be right, without considering what others may say or think."—John Galsworthy (65-373)

It is chiefly through books that we enjoy intercourse with superior minds, and these invaluable means of communication are in the reach of all. In the best books, great men talk to us, give us their most precious thoughts, and pour their souls into ours.—Channing (46-265)

There is a nobility of trade which has its traditions of glory, its laws of honor, its history of usefulness, and its purpose of beneficence to all mankind. There is an order of the Golden Fleece to which the world owes its greatest discoveries and its largest advances in civilization. It was founded in the palmy days of Greece, but it has survived in the present day, and we need not look far to find its knights of labor, of adventure, of honor, and of generous succor to the oppressed.

Who sneers at commerce? Is it the lover of liberty? Let him remember that the grandest battles for freedom have been fought by mercantile nations. It was commercial Holland that defied the tyranny of Spain; it was the merchantmen of England that shattered the Armada on the stormy waters of the Channel; it was a band of trading colonies that set up the standard of liberty in the New World.

—Henry Van Dyke

68
141
210
284
355
423
495
558
625
688
756
821
892
909

Including a Pay Roll, a Distribution Sheet, a Cash Memorandum, and a Check

No.	Name	Hours per Day					Total Hours	Wages per Hour	Total Wages
		M	T	W	T	F	S		
1	J. Bridges	8	8	7	8	8	4	43	.90 38 70
2	R. B. Brown	8	4	7½	8	6	4	37½	.81 30 38
3	T. Buchanan	8	8	8	8	8	5	45	.89 40 05
4	R. Curry	8	7	4	8	6½	4	37½	.87 32 63
5	A. Hocking	8	8	6	7	7	4	40	.91 36 40
6	Maek Hind	8	7	8	6	8	4	41	.87½ 35 88
7	P. G. Hudson ...	8	8	8	8	8	4	44	.83½ 36 67
8	B. L. Hughes ...	4	8	8	8	7	4	39	.90 35 10
9	J. W. O Dell ...	8	8	7	7	8	4	42	.85 35 70
10	T. W. Quandt ...	8	5½	8	8	7	4	40	.91 36 40
11	H. P. Roberts ..	8	8	8	8	8	4	44	.92 40 48
12	T. Romano	8	8	8	8	7	5½	44½	.89 39 61
13	L. Scott	8	8	8	8	8	4	44	.95 41 80
14	E. B. Wickman ..	7	8	8	8	7	4	42	.86 36 12
Total								515 92	

Illustration No. 51. A Pay Roll

worked each day, the total number of hours worked during the given period of time, the rate of wage per hour, and the total amount earned. (Illustration No. 51.) This tabulation must, of course, be set up in pencil form under suitable main and column headings, in order to arrive at an artistic arrangement for the typewritten copy, which will be typed according to directions for tabulations given on page 109.

Penwritten Copy

Typing from penwritten copy is much more difficult than working from printed or typewritten material. In business offices, not very many letters have to be typed from longhand copy, but executives do frequently use penwritten memoranda which the typist may be called upon to put into typewritten form. In such penwritten material, the individual letters of the word are less distinct than in printed copy. When typing from longhand copy, therefore, it is necessary to be keenly aware of the sense of the words and to note the word as a whole in relation to the entire sentence, rather than the letter sequences within the individual word.

The following is correspondence between Mr. J. S. Summers and Mr. O. H. McChesney, managers of different departments of the Louisville Coal Co. Type each note on a half sheet of paper.

Exercise 150

Mr. Summers:

Please find out how many more cars are due Brandon Coal Co. on order 850-A. If we can complete this order by the end of the week, telegraph Weatherly & Co. our acceptance of their order and guarantee delivery by the 19th

McChesney

Exercise 151

Mr. McChesney

There are five more cars due on the Brandon Coal Co. order # 850-A. I have just telephoned the mines and the Superintendent says that these cars will be loaded and ready for shipping instructions by Saturday morning.

I have wired Weatherly & Co. and you directed

Summers.

rest of the word. Avoid separating *ed*, *es*, *ly*, etc., at the ends of words. If a word can be divided before or after a vowel, leave the vowel on the upper line.

If the word is divided on a double letter, the division should be made after the double letter if these letters end a primitive word, as *telling*. In other cases the division should be made between the letters, as *excel-lent*. Do not divide a hyphenated word at any other place than at the hyphen. Try to avoid having more than two signs of separation at the ends of succeeding lines. Do not divide the last word of a paragraph, nor the last word on a page.

Use of Some Words:

Any one, every one, some one, all right, and per cent, are correctly written as two words. The last word may be written as one word. It is also common practice to omit the period that marks the abbreviation for centum, namely *cent*. Write *today*, *tonight* and *tomorrow* without the hyphen.

The titles *Honorable* and *Reverend* should be spelled out, should be preceded by the word *The*, and followed by either the initials or the given name of the person.

Read each budget, at least through the correspondence, before attempting any typewriting. Make a list of the materials required for the completion of the budget; also make a note of any point that is new in your experience. Make one copy of each outgoing letter but none of the incoming letters. If you write all the letters of a budget in one day, use dates that will be reasonably correct, considering the time required for transmission through the mails.

If a letter is written in the first person singular, the dictator will sign his name between the complimentary close and his official title or the name of his firm. If it is written in the first person plural, the dictator will sign his name between the firm name and his official title.

BUDGET XXXII

With this and the other budgets given in this section of the text you will find three types of drills—concentration, acceleration and speed and accuracy drills. These drills should be used at the beginning of each class period for a few minutes in the following way:

CONCENTRATION DRILLS: At the beginning of the class period write one line either five times or for two minutes, as your teacher directs.

ACCELERATION DRILLS: Write one line five times or for two minutes.

SPEED AND ACCURACY DRILLS: Write one paragraph twice or for six minutes. If the drill is timed, keep a record of the number of strokes per minute written each day so that you can determine whether or not you are increasing your speed.

Concentration Drill

debit audit burden contra surtax assets debtor ledger moneys invoice
receipt summary surplus auditor deficit default minutes expense
prorate revenue voucher turnover covenant creditor proceeds tangible
solvency candidate corporate valuation abatement aggregate apportion
inventory resources appraiser deductible settlement depreciate

Acceleration Drill

the fact you will has been you have for this the same the case you must
the time you make who will you will and they and also not only you wish
you want ten days who have and make and have and does and will you know
had been may have from you have had they are from the will the that you
when you give you over the with the this will will have they have that they

Mr. Summers

In a telephone conversation, Mr. G. W. Harrison of Weatherly & Co. asked me whether their order #5680 on which we guaranteed delivery by the 19th could be delivered a few days before that time! He will consider it a real favor if we can make delivery a little earlier as his sales are running unusually heavy. I am not certain that you can hasten delivery, but do so if you can and advise Mr. Harrison when the coal will be shipped.

McChesney

The following is correspondence between Mr. E. L. Douglas, the general manager of Robinson & Harvey, and Mr. K. H. Holmes, the treasurer of that firm. Correct errors in spelling, punctuation, or grammar.

Exercise 153

Mr Douglas

Send a statement of account to F. C. Peabody & Company and ask for an early remittance covering the entire account.

Also find out when our note is due at the Second National Bank and arrange for a renewal

Holmes

Business Letters with Office Practice

The work of Part III has been arranged to give you not only added skill in typing but also independence of thought and action in the schoolroom in order that you may be able to enter upon your first position with confidence.

Before you start the work in the first budget in this division, you should carefully study the instructions in the following paragraphs as they will be valuable to you both while you complete your course in typewriting and when you write business letters in the future.

Typing the Body of the Letter

Abbreviations:

Abbreviations are relics of oldtime longhand writing, and should be used sparingly, particularly since the period that marks their endings wears the cylinder more than any other one thing.

If the word instant, ultimo, or proximo is received in dictation, spell it out in full when transcribing. If the dictator does not object, omit these words and use the name of the month instead. The word instant will be replaced by the name of the present month; the word ultimo will be replaced by the name of the preceding month; while the word proximo will take the name of the month to follow.

Space after a period that is used within a compound abbreviation, such as D. C., when typed in upper case, but omit the space after the period when it is typed in lower case, as c.o.d. A period should not be used after the words *per*, *by*, *via*, and *in re*, nor after the contractions *d*, *st*, and *th* following the days of the month. Street and Avenue and the names of the months should be spelled out in full in all cases, except in tabulated bills, etc.

Et in *etc.* means *and*, so it should not be preceded by *and*.

Figures:

The use of figures should be uniform: the same style of typing should be used in all parts of one piece of work. Spell out numbers of less than one hundred, except when used in groups of three or more sets. Spell out numbers that occur at the beginning of sentences. If the number is a large one, or if figures are used in other parts of the work, rearrange the sentence so the number will not come first. A number consisting of more than three words should be expressed in figures. Use figures for giving numbers of pages, rooms, etc. Use two ciphers in amounts less than \$100 to indicate no cents, as \$99.00. Use the character ¢ after amounts that represent cents only, as 58¢, but not \$.58 unless a preceding amount consists of dollars and cents, or an amount to follow will consist of a like expression. Amounts of money, dimensions, and statistical numbers should be expressed in figures.

Do not space between figures and a letter that is part of the expression, as A1 or No. 48A; A-1 and No. 48-A

are also good form. Use a hyphen between figures to indicate that the word *to* is to be read between the groups, as 38-42; use the comma to indicate that the word *and* is to be read or understood, as 48, 49 and 50. Use figures with abbreviations, as 7.30 a.m., 5 gal., or seven o'clock in the morning, five gallons.

Spell simple fractions out unless used in connection with other figures, as $\frac{5}{8} \times \frac{3}{4}$. Use figures for mixed numbers. Use a hyphen between the whole number and the fraction if the fraction mark style of typing is used, as $35\frac{1}{2}$, but not when the machine style is used, as $35\frac{1}{2}$. If the fraction mark type of fraction must be used in one part of the work, use the same style all through the work regardless of the fact that the machine type could be used; for instance, $\frac{3}{16}$ must have the fraction mark and the expression $\frac{3}{4} \times \frac{3}{16}$ should be typed as given and not $\frac{3}{4} \times \frac{3}{16}$. The fraction mark style should be used when more than one carbon copy is required as the machine type of fraction does not carry well through the carbon paper. Small x is used for *by* in stating dimensions. In the lumber, steel, and many other businesses, such expressions are written without a space before and after x.

Decimals in which no units occur are typed with a cipher in the unit place, as 0.875.

Punctuation:

Put the period or comma at the end of a quotation inside the quotation mark; the semicolon outside; the question mark inside if the quotation is a question, but outside if it is not. Use commas sparingly. They are needed to make the meaning clear, but are not ornamental. Do not use a capital letter unless you have a real reason for using it. A request in the form of a question takes a period at the end.

Dividing Words:

Do not divide words at the ends of lines unless necessary for good spacing. The part of the word left at the end of a line should suggest the entire word. If possible divide a word on the accented syllable. Do not divide a word of two syllables when each syllable has but two letters. Do not separate a syllable of one letter from the

Mr. Holmes

I hesitate to send a statement of account to P C Rutledge & Co and ask for an early remittance covering the entire account. This Co. has long been a valuable customer. It now owes us 269,43 but none of this amt. is yet due. I wonder if you didn't intend to refer to this firm Rutledge & James about which we were talking a few days ago. A statement and a letter asking for a remittance were sent to that company immediately after our conversation but I am inclined to believe that we will have to ~~send~~ place the amount in an attorney's hands before collection can be made.

Douglas

Exercise 155

Mr. Douglas

You are correct in believing that I intended to refer to Rutledge & James in my note. Even if a statement and one letter have been sent this company recently, I suggest that you write again and ask for an immediate payment of the full balance of \$597.82. State that if this amount is not received within ten days the account will be referred to an attorney for collection. If payment is not received within that time, refer the account to Anderson & Jacobs.

Holmes

our No. 250. It is shown on page 18 of our dealers' catalog. The price quoted on this plant is \$312, f. o. b. this city. ¶ Reynolds: We have suggested building a pump house that will go about eight feet below the surface of the ground, but if it is built with one end projecting into the house, we believe seven feet will be satisfactory. A pump house six feet square will prove amply large to accommodate the machinery to be placed in it, and will put the pump within a vertical lift of twenty feet, which will raise the water all right. ¶ Hunter: What size is the cylinder that Mr. Hunter has on his old pump? ¶ We shall be glad to give you any additional information in regard to these jobs. Very truly yours, The Wakane Supply Company, *George B. Lyons*, Manager.

Exercise 204

Augusta, Ohio. The Wakane Supply Company, Mr. George B. Lyons, Manager, 478-482 Avenue K, Steubenville, Ohio. Gentlemen: Mrs. John H. Howard is anxious to have her water plant installed as early a date as possible. She is having a company from California next month, and wants to get our work out of the way before they arrive. ¶ Will you please have the contracting engineer send me his recommendations at once in order that I may take any additional measurements necessary to check on figures and apparatus. Yours truly, *F. L. Burnson*, The Wakane Supply Company. (Transcribed by MCS.)

Exercise 205

Mr. F. L. Burnson, 87 Fortieth Street, Augusta, Ohio. Dear Sir: Your letter was received this morning. We immediately called up our contracting engineer, Mr. Everett, and he made the following recommendations for Mrs. Howard's water plant: ¶ Pump: A suction pump with brass-lined cylinder and machine-cut gears. You will not have to place this over the well if the well is 60 ft. deep and the water within 10 ft. of the top of the ground. ¶ Tank: A tank that has a total capacity of 520 gal., is tested to a pressure of 124 lbs. and is guaranteed to remain air-tight under a

working pressure of 75 lbs. so the water can be delivered to the highest fixture in the house under strong pressure. ¶ Engine: A 2HP gasoline engine geared directly to the suction pump, first-class in every respect, and guaranteed to give splendid service. ¶ We shall be very glad to give you any additional advice. Very truly yours, The Wakane Supply Company, *George B. Lyons*, Manager.

Exercise 206

Augusta, Ohio. The Wakane Supply Company, Mr. George B. Lyons, Manager, 478-482 Avenue K, Steubenville, Ohio. Gentlemen: Mrs. R. G. Scott, a neighbor of Mrs. Howard, wishes us to quote on a new water system to take the place of her old Lewisohn plant. Will you please let me know what the usual charges are for wrecking the old pump house, excavating, and for building new walls. ¶ I have received estimates from several of the local firms, but it seems to me that their prices are entirely out of proportion when the price of the different plants are taken into consideration. Very truly yours, *F. L. Burnson*, The Wakane Supply Company. (Transcribed by LES.)

Exercise 207

Mr. F. L. Burnson, 87 Fortieth Street, Augusta, Ohio. Dear Sir: We submit the following prices for the work to be done in connection with the installation of a pumping outfit for Mrs. R. G. Scott: ¶ Wrecking: For tearing down the present pump house, \$3.65 a thousand feet. ¶ Excavating: For excavating, including any walls that have to be taken down, \$2.25 a cubic yard. ¶ Masonry: For concrete in footings, \$6.50 a cubic yard. ¶ We very much prefer that you have some local firm do this work if the prices compare at all favorably with the ones we quote, as we find that the persons for whom we make installations like to deal with local men. If the difference between the two prices is too great to allow this, we shall send on some of our own men. We can start the work within one week after receiving notice that we are to do it. Very truly yours, The Wakane Supply Company, *George B. Lyons*, Manager.

BUDGET XXIII

Corrective Drills

Read the letter drill, close the eyes, finger the drill and say it softly. With the eyes closed, visualize the finger movements and note the "feel" of the contrasting reaches involved. With eyes closed, write three lines of the letter drill. Write slowly, rhythmically, and with special emphasis on *correctly directing the finger stroke*. Follow this with the regular practice on the word-corrective drills.

(d, e, i, n, o, q, s, w, z are frequently struck for a) **f a f o f f e f f s f**

action accept arrive asleep assure almost agents afraid awhile
appear assume author active salary sample easier equals assist

(g and v are frequently struck for b) **f b f v f j m j n j f g f b f j h j n j**
bank view band very bird vain best vote born vine both have
being visit badly voice begin value below given books seven

(d, s, x are frequently struck for c) **d o d k, k s x s l. l**

course checks expect choice except caught scarce direct causes
cancel coming scheme couple secure doctor chance actual column

(c, e, f, g, k, s are frequently struck for d) **d o d e d f d g d k d s d**

dark desk draw kind keen know hard hark lard lark date sake
sick land rink dire like dike said knew kick deck king wind

(a, d, i, l, o, r, s, t, w, y are frequently struck for e)

CORRECTIVE DRILL: Write two lines of the letters frequently misstruck for e, alternating each with the letter e.

EXAMPLE: aedeieleoereseteweyeaedeieleoereseteweye
ever into evil idea eyes inch even item else live wire like
extra issue gives equal pipes event piece quiet enter thing

Sentence Practice

The sum of 29 and 85 and 36 and 14 and 67 and 50 is 281.

Please ship the 4/4 "C&B" Chestnut, our order #4689, at once.

We have your check for \$2,890.50, and note for \$640 at 6%.

The sum of wisdom: time is never lost that is devoted to work.

A man of intellect without energy added to it is a failure.

Paragraph Practice

It is not the reading of many books that is necessary to make a man wise and good, but the well-reading of a few.—R. Baxter (27-125)

The chief condition on which depends the life, health, and vigor of an organized being is action. It is by action that it develops its faculties, that it increases its energy, and that it attains to the fulfilment of its destiny.—Proudhon (42-240)

Man is actually here, not to ask questions but to do work; in this time, as in all times, it must be the heaviest evil for him if his faculty of action lie dormant, and only that of sceptical inquiry exert itself.—Carlyle (43-223)

Vanity and the gambling instinct are responsible for more wrecked careers than even the ministers of the gospel and the professional crusaders would lead the public to believe. The two causes often, if not generally, take the same methods to accomplish their disastrous results. The desire to get money without earning it, to get a great deal of it in a short time, and to shine in the display of the things that money will buy, induces thousands of men to speculate or gamble on the side.—William A. Pinkerton

66
133
203
271
340
410
479
514

Letters with Paragraph Subjects

When more than one subject must be treated in a letter, it is customary to use paragraph headings indicating the subjects discussed in the paragraphs. The inverted paragraph style of letter is the best style to use in typing letters of this kind as it places the subject in an outstanding position at the left margin. The subject of the paragraph may be typed in either lower case or upper case letters. If typed in lower case, it should be underscored; if typed in capitals, it may be underscored. In either case, it is followed by a colon and two spaces. (Style Letter No. 6.)

This budget consists of three incoming letters from the agent of the Wakanee Supply Company of Augusta, Ohio, and three letters from the home office in reply. In completing the budget use the following procedure:

1. Make one carbon copy of each outgoing letter, but no carbon copies of the incoming letters. Follow this procedure in all succeeding budgets unless you are instructed otherwise by your teacher.
2. Date all incoming letters two days before the current date and all outgoing letters with the current date. If you write all letters in one day, use dates that will be reasonably correct, considering the time required for transmission through the mails.
3. Sign all letters with a pen or leave the space for the signature blank, as your teacher directs. Note that the

signatures are in italics to call your attention to the fact that they are not to be typed.

4. Before giving your work to your teacher, fold all outgoing letters and place them in their envelopes. If envelopes are not available, attach the letters to slips of paper $3\frac{1}{2} \times 5\frac{1}{2}$ inches which you have addressed as envelopes. Do not fold incoming letters, but attach the corresponding envelope to the front of each and the carbon copy of the answer to the back by means of a paper clip or pin in the upper left-hand corner.

Exercise 202

Augusta, Ohio. The Wakanee Supply Company, Mr. George B. Lyons, Manager, 478-482 Avenue K, Steubenville, Ohio. Gentlemen: Mr. C. Ed. Davis of R. D. 24, Augusta, has decided upon one of our installations. From his description of the outfit, I am not quite sure whether it is our No. 250 or our No. 251. The price in both cases is the same. ¶ The plans for the Reynolds' job calls for a depth of eight feet for the base of the pump house. Mr. Reynolds objects to our going any deeper than seven feet, and it seems to me that seven feet will serve our purpose. We have reached bed rock at this depth, and will have to use dynamite to go deeper. ¶ Mr. Hunter wants us to use the cylinder that was

used on the old pump. He says that you agreed to the use of this cylinder in the correspondence previous to my taking over the work here. I feel quite certain that this cylinder will not work in the outfit ordered, as it is larger than the one we use in this plant. ¶ Prompt information on each of these cases will be very much appreciated. Yours truly, F. L. Burnson, The Wakanee Supply Company. (Transcribed by PRE.)

Exercise 203

Mr. F. L. Burnson, 87 Fortieth Street, Augusta, Ohio. Dear Sir: Please observe the following details relating to the different jobs discussed in your recent letter. ¶ Davis: The outfit that we have recommended is known as

Directions for Tabulating

Copying a page of tabulated material does not offer very great difficulty, nor does it very closely approximate the type of work which is a part of the typist's office routine. The real challenge will come to you when you are given a piece of "solid" material and instructed to type it in tabulated form. For this reason detailed instructions are given below for the purpose of showing you how to accurately "set up" a page of tabulated material. Study these instructions carefully and, as you write the exercises in the following budget, constantly refer to them. Work out all of the problems in accordance with the definite instructions given.

Planning

Plan all tabulations with pencil and paper before attempting to type them.

Decide on a short, clear main heading.

Column headings must be brief and clear.

and space in the main heading. Then, back space one extra space.

As the column headings must be centered above the columns, a middle point must be found for each. This is done by adding the numbers at which the stops have been set for each column and dividing the result by two.

Back space from the number thus attained to get the point at which to begin typing as for the main heading.

An examination of the illustrated tabulation on page 110 will show that the lines in columns two and three are not as long as the longer line in the column headings. To get a common point at which to begin the lines of the column, back space from the middle point of the column for the longest line in each column, and reset the tabular stops.

Sometimes a tabulation will take several different points of beginning in the lines of the column; for instance, when figures containing decimals are to be typed. Decimal points and units must come under each other, and if the items are irregular in amounts, the stops must be set to catch the greatest number. In a case of this kind the operator will have to back space for larger amounts than the stop setting allows, and use the space bar for smaller amounts.

Horizontal Rulings

For single rulings set the typewriter in upper case and strike the underscore character until the length of the line has been typed.

For double rulings, type a single ruling as above. Drop the machine into lower case and by using the variable line spacer, raise the typed line about 1/32 of an inch. Reset the shift lock for upper case and type the second line. The space between these lines should be clear but narrow.

Vertical Rulings

Use either the colon or the apostrophe for vertical rulings.

Set the typewriter in upper case.

For all vertical rulings but the last on left throw machines, set the left margin stop at the point of ruling. Strike the colon or apostrophe with the correct finger and throw the carriage and space up in the usual manner.

For a right throw machine, space up and throw the carriage with the left cylinder knob.

For the last vertical ruling of a left throw machine, use the "j" finger to strike the colon or apostrophe, space up with the right cylinder knob, and back space with the left hand.

To get the width of the tabulation, count the number of spaces required for typing the longest line of each column. Add to the foregoing results to allow for space between columns. The number will depend on the width of the tabulation.

Divide the result by two to get the number of spaces that must be placed on each side of the middle of the paper.

Subtract the last result from the number representing the middle of the carriage scale to get the point at which you must set the left margin stop.

Add to the number at which left margin stop has been set, the width of the first column in spaces; this will give the point at which the first tabular stop must be set for the second column.

Add to the number at which the first tabular stop has been set, the number of spaces required for the third column to get the point at which the second tabular stop must be set.

Continue in this manner until all the stops that are required have been set.

Vertical Centering

As there are six single spaces to the inch and typewriting paper is eleven inches long, there are sixty-six single spaces to the page vertically.

Count the number of spaces required for typing the main and column headings and the number of spaces you will allow between the lines of these headings, also the number of lines required for the tabulation.

Subtract the foregoing result from sixty-six to get the number of spaces to be divided between the top and bottom margins. Divide the result by two to get the width of each margin.

Use double space if necessary to get the top and bottom margins as near the width of right and left margins as possible.

Centering Headings

Place the carriage indicator at the middle point on the carriage scale and back space once for every other letter

"BETTER SHOES FOR ALL PEOPLE"

THE FITZJOHN BOOT AND SHOE COMPANY

EIGHTH STREET AND MASON AVENUE

HAVERHILL, MASS.

June 30, 1927

The Economy Shoe Company
223-225 North Roland Street
Butte, Montana

Gentlemen:

We are replying to your letter of the 15th.

ORDER 446: The AAA's and AA's of this order have been made with AA and A bottoms and the sole patterns have been stamped AAA and AA according to your specifications. These shoes will be shipped to you today.

ORDER 447: We have taken the liberty of sending you a sample shoe by express before filling this order. The sample shoe is made of a new leather called Kidorcalf. As you examine this leather, you will be interested in its tensile strength and firm finish. If you prefer to have this order made up in Kidorcalf instead of the stock you mentioned, please telegraph us as soon as possible.

ORDER 448: You did not state whether you expected this order filled with one-, two-, or three-strap models. We are making the straps on these shoes of suede or calf as ordered. Which style do you prefer?

An early answer to this letter will be appreciated.

Yours truly,

THE FITZJOHN BOOT AND SHOE COMPANY

E. Davis Miller
General Manager

ELK/cm

Illustration No. 50. Style Letter No. 6

This letter shows a common method of indicating paragraph subjects.

Exercise 156

A WORD STUDY

Expressions	Expressions	Expressions
Written with a Hyphen	Written as One Word	Written as Two Words
first-class goods	beforehand	inasmuch as
high-grade stock	carload	insofar as
up-to-date manner	meanwhile	all right
by-product (noun)	hardware	some one
semi-annual interest	herein	any one
non-resident (noun)	meantime	every one
mail-order house	herewith	post card
follow-up system	standpoint	bona fide
out-of-town customer	cooperate	good will
by-laws (noun)	without	can not
half-past three	viewpoint	near by
two-gallon can	today	per cent
forty-three feet	semicolon	clearing house
good-bye (noun)	payroll	post office
five-foot pole	railroad	money order
re-ship (verb)	railway	postal card
labor-saving device	tomorrow	parcel post
high-class business	tonight	price list

DIRECTIONS: 1. Copy this tabulation just as it is shown.

2. Rearrange each column in alphabetical order and retype.

Use the apostrophe for the vertical ruling on the second tabulation.

that the ribbon spool guard, the little projection on the movable part of the Royal spool cup, should allow the ribbon spool to move freely under it, and that the ribbon on both spools should wind and unwind from the front of the spool. ¶ To bring the unused part of a Royal ribbon into use, wind all the ribbon on the fuller spool, reverse the end attached to the empty spool and put the spool into its cup again. Remove the ribbon from the ribbon carrier and turn the full spool over on its top in the cup so there will be no twist. Pass the ribbon through the slots in the cup, and wind by hand until the ribbon has passed to the other spool. Reverse the end on the empty spool and readjust it into the carrier. ¶ We think the outline arrangement of your article a good one as it will enable the operator to check each operation as he proceeds with the work about the typewriter. Yours very truly, The Royal Typewriter Company. (Signed by the School Manager.)

Exercise 201

Letter from the L. C. Smith & Corona Typewriter Company, Inc.:

I have been asked to examine the manuscript that you recently submitted for our approval

and find that you have covered the ground thoroughly with the exception of a few points that relate to the L. C. Smith Typewriter only. Under "Adjusting the Ribbon" I should like to see the following: To bring the unused part of an L. C. Smith Typewriter ribbon into use, reverse the end attached to the left spool. Thread the ribbon between the fingers of the ribbon guide, remove the ribbon from the carrier, and wind all the ribbon on the left spool. Reverse the end attached to the right spool. ¶ I suggest that you add the following under "Appearance of Work and Repairs": If the machine refuses to space, look for some obstruction under the space bar or keyboard of the machine. If the paper wrinkles or shows "trees" from wrinkles in the carbon paper, pull the paper release lever forward, after the paper has been inserted, but before bringing it clear up to full writing position. This lets the paper straighten itself from all wrinkles. Be sure to push the lever back into position. If the line space lever does not space, you may have left the variable line space lock in its "locked in" position. If the paper slips you may have used the paper release lever and forgotten to let it snap back into position. Yours very truly, L. C. Smith & Corona Typewriter Company, Inc., W. J. Holbrook, Advertising Department.

BUDGET XXXI

Concentration Drill

symmetrical inseparable innumerable apprehended individuals peculiarity
explanatory justifiable preparatory accelerated necessarily erroneously
commodities dispensable maintenance realization accommodate feasibility
arbitrators retroactive intelligent unnecessary perceptible accompanied
inaugurated substitutes investigate development concentrate determining

Acceleration Drill

give us a trial so that you may by all means let us it would not be the
for your own use we do not mind we are ready to give you a very low rate
cash in ten days two weeks or so one or two more a great many more than
there is no reason not the only question send us a new one as soon as you
some time since such is not the case in one or more instances before this

States, Abbreviations, and Capital Cities

STATE	ABBREVIATION	CAPITAL
Alabama	-	Montgomery
Arizona	-	Phoenix
Arkansas	-	Little Rock
California	-	Sacramento
Colorado	-	Denver
Connecticut	-	Hartford
Delaware	-	Dover
District of Columbia	-	Washington
Florida	-	Tallahassee
Georgia	-	Atlanta
Idaho	-	Boise
Illinois	-	Springfield
Indiana	-	Indianapolis
Iowa	-	Des Moines
Kansas	-	Topeka
Kentucky	-	Frankfort
Louisiana	-	Baton Rouge
Maine	-	Augusta
Maryland	-	Annapolis
Massachusetts	-	Boston
Michigan	-	Lansing
Minnesota	-	St. Paul
Mississippi	-	Jackson
Missouri	-	Jefferson City
Montana	-	Helena
Nebraska	-	Lincoln
Nevada	-	Carson City
New Hampshire	-	Concord
New Jersey	-	Trenton
New Mexico	-	Santa Fe
New York	-	Albany
North Carolina	-	Raleigh
North Dakota	-	Bismarck
Ohio	-	Columbus
Oklahoma	-	Oklahoma
Oregon	-	Salem
Pennsylvania	-	Harrisburg
Rhode Island	-	Providence
South Carolina	-	Columbia
South Dakota	-	Pierre
Tennessee	-	Nashville
Texas	-	Austin
Utah	-	Salt Lake City
Vermont	-	Montpelier
Virginia	-	Richmond
Washington	-	Olympia
West Virginia	-	Charleston
Wisconsin	-	Madison
Wyoming	-	Cheyenne

DIRECTIONS: This exercise will be typed single spaced, in three columns. In determining the correct settings for the tabular stops, work out the problem according to instructions under Horizontal Centering given in the discussion of Tabulations on page 109. The longest line of the first

ribbon or put on a new one as the case requires.

- b. As soon as any part of your machine becomes out of order, enter your complaint in the Repair Order Book which you will find in a convenient place assigned by your instructor.

- c. Write in this book the number of your desk and the nature of the repairs needed. If you do not know the name of the part that is out of order, consult the charts given in the text book.

- d. If your ribbon will wind only one way, enter your complaint in the Repair Order Book, and until the repairman comes, wind all the ribbon on the empty spool by hand. Do this each time it becomes empty.

Exercise 198

Letter from the Remington Typewriter Company (use a date line, address, and salutation that will fit the situation):

The outline that you submitted for our readers covers the question of the care of typewriters very thoroughly with the exception of a few points incident to the care of the Remington Typewriter. ¶ Under "Putting on a New Ribbon" we suggest that you add the following: Detach the left end of the ribbon from the buckle, being careful to keep the buckle above the top plate of the machine by hooking it over the paper finger release. Depress the lever that holds the right spool firmly on the reel, and remove the spool. On the old type of Remington Typewriter, unscrew the thumbscrew that holds the spool fast. Put the new ribbon spool on the reel being careful to see that the tongue-shaped attachment does not enter between the folds of the ribbon, and fasten it securely on the reel. A click means that the spool is properly adjusted on the lever type of reel. Put the ribbon on the end of your right thumb and shove the end up through the slot in the plate just above the spool. Carry the ribbon without twisting across the basket and fasten it to the left buckle. Adjust the ribbon behind the ribbon carrier and thread it forward through the slots in the carrier. ¶ To reverse a Remington Ribbon so the unused part will come into play, simply remove the ribbon from the carrier, turn it over so the unused part will be

up, and reenter it into position in the carrier. ¶ Please feel free to call upon us for any information that you may desire in regard to Remington Typewriters. Very truly yours, Remington Typewriter Company. (Signed by the School Manager.)

Exercise 199

Letter from the Underwood Typewriter Company:

Your interesting discussion on the Care of the Typewriter has been read carefully. We have but few suggestions and they apply to the Underwood Typewriter only. ¶ Under "Putting on a New Ribbon," it would be of advantage to add the following: Wind all the ribbon on the spool that has the most ribbon on it, and remove both spools from their cups. Detach the ribbon from the empty spool and attach the new ribbon. Wind this new ribbon around the spool until the eyelet is on the spool. Drop both spools into the spool cups, seeing that the reel and pin fit up into the holes in the spool. Be sure that the ribbon winds from the front of the spool. Pull the lever attached to the outside of the spool cup forward to bring the rollers and ribbon reverse into accessible position; pass the ribbon through the slot in the cup; bring it forward in front of the rollers; and, pass it through the slot in the ribbon reverse. Use both hands to slide the ribbon behind the carrier which is just in front of the cylinder, and thread it forward through the slots. ¶ The unused part of an Underwood ribbon can be brought into action by reversing the spools, and putting the left spool in the right cup and vice versa, but be careful to see that the ribbon still winds and unwinds from the front of the spool. ¶ We shall be glad to give you any further information that you may require about Underwood Typewriters. Very truly yours, The Underwood Typewriter Company. (Signed by the School Manager.)

Exercise 200

Letter from the Royal Typewriter Company: We have very little to offer in the way of improvement to the very excellent article on the Care of the Typewriter that you submitted to us for criticism. We do suggest, however, that you call attention to the fact

column is twenty spaces (District of Columbia); the longest line in the second column is seven spaces, and the longest line in the third column is fourteen spaces. Allow seven spaces between columns. Total the widths of columns and divide the result by two to get the number of spaces that must be placed on each side of the middle of the paper. If you follow the definite instructions given in the discussion of Tabulations, you will have a well-balanced page.

Exercise 158

DIRECTIONS: Arrange the following tax list into two columns, giving each an appropriate heading.

Income Tax

The following table will assist you in determining the approximate amount of income tax which must be paid by a taxpayer who is a married man without dependents. Both the normal and surtax are included. The calculations are based upon the income tax law of 1926.

Income, \$3,000.00, tax, none; income, \$4,000.00, tax, \$5.63; income, \$5,000.00, tax, \$16.88; income, \$6,000.00, tax, \$28.13; income, \$7,000.00, tax, \$39.38; income, \$8,000.00, tax, \$56.25; income, \$9,000.00, tax, \$78.75; income, \$10,000.00, tax, \$101.25; income, \$15,000.00, tax, \$311.25; income, \$20,000.00, tax, \$618.75; income, \$25,000.00, tax, \$1158.75.

Exercise 159

DIRECTIONS: Note the syllabication of the following words. Write them in tabulated form. Margins, 5 and 70. Spacing, double. Four columns.

ac-tion	action	av-e-nue	avenue
rea-son	reason	pe-ri-od	period
peo-ple	people	thou-sand	thousand
col-umn	column	un-u-su-al	unusual
sea-son	season	an-oth-er	another
gen-ius	genius	an-swered	answered
dropped	dropped	fa-mil-iar	familiar
spo-ken	spoken	pack-ag-es	packages
rath-er	rather	Wednes-day	Wednesday
mod-ern	modern	com-pa-nies	companies
sin-gle	single	re-main-der	remainder
an-cient	ancient	cor-dial-ly	cordially
han-dled	handled	af-ter-wards	afterwards
for-eign	foreign	thor-ough-ly	thoroughly
sto-ries	stories	con-ven-ience	convenience
sched-ule	schedule	in-di-vid-u-al	individual
pleas-ant	pleasant	nec-es-sa-ri-ly	necessarily
splen-did	splendid	ac-knowl-edged	acknowledged
busi-ness	business	sat-is-fac-tor-i-ly	satisfactorily

Exercise 196

Your town, present date, address. Gentlemen: We are going to make the systematic care of the typewriters in our school a regular duty of each class. A schedule of the time during which each class will be responsible for the condition of the machines is to be arranged, but to make the operation of this schedule successful, we shall have to work according to definite rules. ¶ Will you please read over the manuscript that we are enclosing to see if we have covered in these general instructions everything that will make for effective work on your make of machine. ¶ We shall appreciate any special instructions that you can give us. Yours very truly, the name of your school, signed by you as a member of the commercial department.

Exercise 197

Care of the Typewriter

Cleaning:

- a. Remove the ribbon from the typewriter and place the spools in a drawer out of the way.
- b. Slide the margin stops to the extreme ends of the carriage scale and throw the carriage to the right as far as it will go.
- c. Clean the rods as far as they can be reached with an oiled cloth. Dust every part of the left side of the machine with a cloth, not with a brush.
- d. Dust the parts under the carriage with a long handle paint brush. Depress all the keys gently to raise the type bars and any other part that can be reached with the paint brush. Drop the type very gently back into the basket.
- e. Put one drop of oil on each rod or rail.
- f. Throw the carriage to the left as far as it will go and clean the right side of the typewriter as thoroughly as you cleaned the left side.
- g. By means of the carriage release, run the carriage to and fro the full length of the scale to distribute the oil on the rods.
- h. Dust the back of the machine as carefully as you dusted the top and sides.

i. Before cleaning the type, cover the keyboard with a sheet of paper held in position by folding it down behind the top row of keys. With a stiff type brush, brush the type forward until all the clogged ink has been removed. The use of a cloth dampened with commercial alcohol or benzine will make the type look like new.

j. If your typewriter is attached to a sliding board in a cabinet desk, be sure to let the part of the board that extends beyond the back of the machine hang free of the desk, or you will put too great a weight on the top of the machine.

k. Return the ribbon to typing position by following directions for putting on a new ribbon.

Putting on a New Ribbon:

- a. Set the carriage so it will be centered and depress the shift lock. Wind all the ribbon on the right spool.
- b. Detach the ribbon from the empty spool, observing as you do so how it is attached to the spool, and attach the new ribbon.
- c. Adjust the new spool and thread the ribbon through the ribbon carrier.

Adjusting the Ribbon:

- a. After the ribbon is in position, release the shift lock and reverse the ribbon movement several times in order to wind the ribbon both ways to see if it will feed perfectly.
- b. If the ribbon fails to reverse automatically, it may be the result of one spool becoming full before the other spool is empty. This is caused by creases in the ribbon. Cut off about a foot at one end and attach the new end to the spool just as you would were you putting on a new ribbon. This applies to any ribbon not of the Underwood eyelet type.

Appearance of Work and Repairs:

- a. When the typing is faint, or the work has a spotted appearance, or the ribbon becomes so badly twisted that it can not be straightened successfully, either turn the,

BUDGET XXIV

Corrective Drills

The inaccurate reach to the key to be controlled is frequently caused by the imperfect alignment of the hand with the keyboard. It is also caused by failure to properly curve the fingers, and by failure to direct the stroke accurately. Such errors are mental more than physical, and can be overcome most quickly by being keenly aware of the letter sequences, and by instantly recognizing the word to be written. **Mentally** correct your errors; **see** the word as a whole; **think** accurately, and **write accurately**.

(g, v are frequently struck for f) fvf jmj fgf jhj

fifth grain fault going first guess fence group fixed great force
favors gladly filing giving figure ground finish genius forgot

(d, f, h, t are frequently struck for g) ftfgfdf jyjjuhj

great fight doing thing guard group sight gives grown goods
glorious graduate thoughts grateful fighting guardian generous

(g, j, t, y are frequently struck for h) jhjyjhj fgftfgf

they high hang hope hate have hurt they help inch half harm
hardly highly happen thanks hoping health handle history habits

(e, k, o, u are frequently struck for i) ded kik sws lol frf juj

with item firm once sing over paid only this ours iron your
other noise point owing poise sound until soils fight might

just join July joke jobs June jump joys jars judge joint

Sentence Practice

Without method, little can be done to any good purpose.—Macaulay

Only this day is ours; yesterday is dead—tomorrow is not born.

Nothing can bring lasting peace but the triumph of principles.

When work goes out of style, we may expect to see civilization fall.

No matter how long you live, there isn't time to worry.—Depew

Paragraph Practice

From "Nature Thoughts," by Richard Jefferies

I think that those who have an imaginative corner in their hearts are better than those who have not. They have a shrine—to a shrine we bring our aspirations; there they accumulate and secretly influence our lives. (38-218)

The swallows perch and sing just over the muddy water. A sow lies in the mire. But the sweet swallows sing on softly; they do not see the wallowing animal, the mud, the brown water; they see only the sunshine, the golden buttercups, and the blue sky of summer. This is the true way to look at this beautiful earth. (61-319)

Only by walking hand in hand with nature, only by a reverent and loving study of the mysteries forever around us, is it possible to disabuse the mind of the narrow view, the contracted belief that time is now and eternity tomorrow. Eternity is today.

(46-252. Totals 145-793)

BUDGET XXX

Drill on Double Letters

accommodation belladonna accessibility connoisseur embarrassment
Tennessee foolishness possessions irrationally misspelling overrate
perennially queenhood recommittal reconnaissance Mississippi
successional tittle-tattle successfully bookkeeper wood-cutting
boot-tree cheese-press eccentrically falling-sickness laissez-faire

Sentence Practice

The test of excellence in a profession is excellence of performance.
Many men owe the grandeur of their lives to their tremendous difficulties.
Stick to a thing when you start it and be sure and finish it.—Wilson
Mere wishes accomplish little without the aid of application and industry.
Go on and make errors and fail, but get up again and go on.—Brackett

Paragraph Practice

I refuse to recognize that there are impossibilities. I can not discover that any one knows enough about anything on this earth definitely to say what is and what is not possible. The right kind of experience, the right kind of technical training, ought to enlarge the mind and reduce the number of impossibilities. It unfortunately does nothing of the kind. Most technical training and the average of that which we call experience, provide a record of previous failures and, instead of these failures being taken for what they are worth, they are taken as absolute bars to progress. If some man, calling himself an authority, says that this or that can not be done, then a horde of unthinking followers start the chorus: "It can't be done." —Henry Ford	STROKES 65 129 200 267 336 403 475 543 610 679 749 761
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LETTER EXERCISES

Correspondence between you and the Underwood, Remington, Royal, and L. C. Smith & Corona typewriter companies relative to the care of the typewriter. You may write the letter in Exercise 196 to each company, or to the company that makes the typewriter that you use, as your teacher directs. The addresses of the four companies are as follows: Underwood Typewriter Company, 30 Vesey Street, New York City; Remington Typewriter Company, 374 Broadway, New York City; Royal Typewriter Company, Inc., 316 Broadway, New York City; L. C. Smith & Corona Typewriter Company, Inc., Syracuse, N. Y.

Type the article on "The Care of the Typewriter" according to the chart given on page 65, making three carbon copies if you write to all four companies. As the article on "The Care of the Typewriter" will be bound at the left side, set the left-margin stop at 10 for the paragraph headings; at 15 for the letters indicating the different points in the outline; set the right margin at 70. Make a suitable front cover and bind the manuscript at the left about an inch from the top and bottom corners and in the middle.

This Budget contains three articles about the origin of some famous song. Each article is to be written with an artistic arrangement, and a border design should be used with each.

Exercise 160

AMERICA'S FAMOUS SONGS

Their Origin and History--by N. C. Smith

Songs come and go. Those that have weathered the test of time almost invariably appeal to some sentiment that is common to all, such as love of country, home, or mother. Comparison of the popularity of our famous songs leads to the conclusion that the sentiment most deeply implanted in the human heart is love of home.

The songs mentioned in this article are assured of a permanent place in the hearts of the people, while most of the composers of them went to their graves almost penniless and forgotten.

May the details we give about their origin and the lives of their authors be both interesting and instructive!

DIRECTIONS: Copy this page exactly as it is given. The article should be perfectly centered and, after being typed, the border design should be added. The left and right margins must be equal. The heading should start three and one-half inches from the top of the page. The border design should begin two inches from the top, and seven spaces to the left of the left margin of the article.

Professional Persons

PHYSICIAN: Dr. (name), address. Dear Sir:
EPISCOPAL BISHOP: The Right Reverend (name),
 D. D., Bishop of Delaware, Dover, Delaware. Right
 Reverend Sir: or Right Reverend and Dear Sir:
METHODIST BISHOP: The Reverend (name), Bishop of
 Maryland, Baltimore, Md. Reverend Sir: or Rever-
 end and Dear Sir:
CATHOLIC BISHOP: The Most Reverend (name),
 D. D., Bishop of St. Paul, St. Paul, Minn. Most
 Reverend Bishop: or Most Reverend Sir:
JEWISH RABBI: Rabbi (name), Rodef Shalem Temple,
 Boston, Mass. Reverend Sir: or Reverend and Dear
 Sir:

Business Persons

UNMARRIED WOMEN: Miss Janet M. Shaner, address.
 Dear Miss Shaner: Dear Madam: or My dear Miss
 Shaner:
MARRIED WOMEN: Mrs. Harold B. Horner, address.
 Dear Madam: Dear Mrs. Horner: or My dear Mrs.
 Horner:
FIRM: Messrs. Jones & Steadman, address. Gentlemen:

Complimentary Closing

The letters to government officials and to professional men and women take Yours respectfully, or Respectfully yours, for their complimentary closing; those to business people take any one of the common business expressions.

Letter Exercises 186 to 195

After you understand the proper address, salutation and complimentary closing to be used in writing to each person mentioned above, write the following letter to: The governor of your state, one of your state legislators, your mayor, a prominent physician, a Protestant minister, a Catholic priest, a Jewish rabbi, a corporation of your city, a business firm, a prominent man, and a prominent woman.

Instead of making carbon copies of each letter of this budget, type an extra letter, and on its face type, in tabulated form, the names and addresses of all persons to whom copies are sent. Arrange the list in alphabetic order similar to the following:

Ayres, The Honorable H. P., Washington, D. C.
Brown, Dr. John P., 546 State Street, Muncie, Ind.
.Carney, The Reverend Peter, St. Mary's, Muncie, Ind.
Davis Motor Company, The, Muncie, Ind.
Foltz & Alvin, Muncie, Ind.

As you know, the first Community Chest Campaign to raise money for all charitable agencies in the city is to be started two months from today. A short letter from you discussing the merits of this cause would be very valuable for use in our publicity in the newspapers. ¶ Will you write such a letter so that we may have it within two weeks? Your cooperation will be greatly appreciated. (Signed)
 The Executive Committee, John W. Woodwell, Chairman.

MINISTER: The Reverend (name), The Baptist Temple,
 Chicago, Ill. Sir: or Dear Sir:
PRIEST: The Reverend (name), Rector, St. Peter's
 Church, Omaha, Neb. Reverend and Dear Sir: or
 Dear Father from a member of his own church.
CURATE: Same as for minister or priest with Rector left
 out in the latter case.
SISTER SUPERIOR: Mother (name), St. Thomas' Con-
 vent, Nashville, Tenn. Reverend Mother:
SISTER: Sister (name), Sisters of Mercy Convent,
 Lansing, Mich. Respected Sister:
BROTHER: Brother (name), St. Bartholomew's College,
 Frankfort, Ky. Dear Sir:

CORPORATION: The Sanitary Pottery Company, address.
 Gentlemen:

FIRM OF UNMARRIED WOMEN: The Misses Baldwin &
 Howell, address. Ladies:
FIRM OF MARRIED WOMEN: Mesdames Parnell &
 Atherton, address. Mesdames:
FIRM OF MAN AND WOMAN: Barwell & Mason, ad-
 dress. Dear Sir and Madam:

Border designs may be made through the use of

The colon	(:)	The dollar sign	(\$)
The quotation marks	(")	The asterisk	(*)
The number sign	(#)	The small letter x	(x)
The apostrophe	(')	The small letter o	(o)

Combinations of these forms may be used to form attractive and artistic designs. In all such work, however, simplicity of form and arrangement must be observed.

Border designs are used for title pages of manuscripts, or as cover designs for poems or essays.

Exercise 161

DIRECTIONS: Center the heading two and one-half inches from the top. Work out an original design for the border. Have your design in keeping with the spirit of the song—simple and effective.

OLD FOLKS AT HOME

This celebrated song was written and composed by Stephen Collins Foster, who was born in 1826 and died in 1864. He was born in Pittsburgh and died in want in New York. His body was sent to Pittsburgh for interment where "Old Folks at Home" was played at his grave by a volunteer band.

"Old Folks at Home" has been translated into nearly every language. His music was sung by millions, but the author when living was without friends or companions. His life was unfortunate, although he was of gentle birth. "My Old Kentucky Home" was written by Foster in a forenoon and "Come Where My Love Lies Dreaming" is said to have been written by him in the course of an afternoon and evening.

Way down upon the Swanee ribber,

Far, far away,

Dere's wha' my heart is turning eber,

Dere's wha' de old folks stay.

All up and down de whole creation,

Sadly I roam,

Still longing for de old plantation,

And for de old folks at home.

Exercise 162

DIRECTIONS: Single space the introductory material, and double space the quoted lines. Let your border design be in harmony with the simplicity and the beauty of the song.

HOME, SWEET HOME

John Howard Payne, the author of this famous song, was born in New York in 1791 and died at Tunis, alone and without friends at his bedside, in 1852. In 1883 his remains were transferred to Washington and reinterred in Oak Hill Cemetery. "Home, Sweet Home" was first sung in 1823 at Covent Garden, London, while the home to which his song refers was a little cottage on Long Island that he had not seen since boyhood. This homesick boy did not profit from the sale of his song and his life was one of many vicissitudes.

"'Mid pleasures and palaces though we may roam,

Be it ever so humble, there's no place like home;

A charm from the skies seems to hallow us there,

Which, seek thro' the world, is ne'er met with elsewhere."

BUDGET XXIX

Special Drills for Weak Fingers

wherewith whereupon whirlwind wholesale witticism whirlpool
xyloid axioms exults expert exempt exceed extent export excuse
expeditionary excessively examination exceptional expressively
zoological zealously zigzagey zealotry oxygenize italicized
azure dizzy braze craze fuzzy graze hazel blaze razed seize

Alphabetic Sentence Practice

Put your big ax, shovel, and quartz where Mike's fence joins ours.
The block is fuzzy with exactly a quarter inch of varied jutting grime.
Pack my box with five dozen jugs of liquid veneer.
Extremely low zither music, jerking and quavering, baffled the police.
Liza quickly mixed the very big jar of new soap.

Paragraph Practice

The test of life is living. The test of worth is service. He who serves himself and no other is a failure, though death releases his grasp on the ransom of an empire. He who finds life bitter is a failure, though multitudes cheer him on the street. The king who rules an unhappy and maltreated people is a failure. The carpenter who hangs a door well is a success. There is more honor in using one talent well than in abusing the possession of ten.

To keep clean, to do good work, to earn friends, to be happy and bestow happiness, to develop opportunity, to serve where possible and learn not to whine—this is success.—Robert Quillen

Address and Salutation

The address and salutation of a letter depend not only upon whether the one addressed is a government official, a professional or business man, but also on the particular profession or position that he occupies. It is necessary, therefore, that you know the proper form to be used in each case if your letters are to be written correctly. The addresses and salutations most commonly used are given in the following lists:

Government Officials

THE PRESIDENT: The President, Executive Mansion, Washington, D. C. Sir:	State of Utah, Salt Lake City, Utah. Sir: or Your Excellency:
THE VICE PRESIDENT: The Honorable (name), Vice President of the United States, Washington, D. C. Sir:	SENATE LEGISLATURE: The Honorable (name), Albany, N. Y. Sir:
CABINET OFFICER: The Honorable (name), Secretary of State, Washington, D. C. Sir:	MAYOR: The Honorable (name), Mayor of New Castle, Colo. Sir:
MEMBER OF CONGRESS: The Honorable (name), House of Representatives, or United States Senate, Wash- ington, D. C. Sir: or Dear Sir:	JUDGE: The Honorable (name), Supreme Court, Phila- delphia, Pa. Sir: or Dear Sir:
GOVERNOR: His Excellency (name), Governor of the	FOREIGN MINISTER: To His Excellency (name), Court of St. James, London, England. Your Excellency: or Sir:

Exercise 163

DIRECTIONS: Arrange on a page in the form which you consider most attractive.

DIXIE

"Dixie" was written by Daniel Decatur Emmett who was born at Mount Vernon, Ohio, in 1815, and died, forgotten by the world at large, in a little hut at the place of his birth, in 1904. Emmet wrote "Dixie" between a Saturday and the following Monday. It was first sung on September 19, 1859, at 472 Broadway, in New York. The singing of "Dixie" spread everywhere throughout the South when the Civil War broke out. The Confederate soldiers sang it while marching, in camp, and while fighting, and it is said that the singing of this melody was a big factor in adding to the fighting qualities of the Southern soldiers. It is said of Emmett that his receipts during a lifetime of eighty-nine years as a popular song composer amounted to only six hundred dollars. Thus it was that in his old age he resorted to chopping wood, making gardens, and raising chickens for a livelihood.

"I wish I was in de land ob cotton,

Old times dar am not forgotten,

Look away! Look away! Look away! Dixie Land.

In Dixie Land whar I was born in,

Early on one frosty mornin',

Look away! Look away! Look Away! Dixie Land."

BUDGET XXV

Corrective Drills

When thoughtfully and accurately practiced, corrective drills will eliminate the cause of errors, and will set up the correct finger movements which will result in greatly increased accuracy in your typewriting. Analyze your own errors. Discover the type of error you are making, and, if possible, determine the weak controls. Give extra practice to the corrective drills for your particular weak controls.

TRANSPOSITION OF LETTERS: Usually due to reading ahead.

CORRECTIVE DRILL: Reduce the speed, establish a rhythmic swing to the writing, spell the words for a time, and equally distribute the force behind each finger stroke.

OMISSION OR INSERTION OF WORDS OR PARTS OF SENTENCES: Usually caused by removing the eyes from the copy.

(d, h, l are frequently struck for k)

kept lack kind lake kill kiss keep keen rake raid kids king

(e, k, o, s are frequently struck for l)

Alternate each letter of the alphabet with l.

**live loan like lead list left life lost look laws line mail lazy
large local light later least lodge learn labor leave legal lucky**

(m for n; n for m) jnjm jnj fvfbfvf

**men man dam den him sin rum won can map may nap nor met new now
made next many nice make mine much near more need most none mind**

(a, e, i, l, p are frequently struck for o)

Alternate each of these letters with o.

**occur offer ought owing older north porch loose order court noted
operate opinion nothing officer mention o'clock obliged October**

LETTER EXERCISES

Correspondence between McClain & Oneil, Jeannette, Pa., and Van Dusen & Co., Sharon, Pa.

Exercise 180

Van Dusen & Co., Sharon, Pa. Attention Mr. Van Dusen. Gentlemen: We are glad to report that we have received the contract for the installation of the water plant for Mr. Angus MacKay on the New Wilmington Road. Please ship the outfit at once as Mr. MacKay is anxious to have the system installed as soon as possible. Very truly yours, McClain & Oneil, P. M. McClain, Manager.

Exercise 181

Messrs. McClain & Oneil, Jeannette, Pa. Attention Mr. McClain. Gentlemen: We thank you for the order for the outfit consisting of a tank and cylinders for installation on the property of Mr. Angus MacKay of New Wilmington Road. Shipment will go forward at once. The blueprints have already been sent. Blueprint 1259 gives a general idea of the connections between the tank and the pump and the location of the valves and fittings. Blueprint 1543 gives a detail of the cylinder construction. ¶ We are sending you a pair of air and water cylinders, one to be used as a water cylinder as near the bottom of the well as possible, and the other, as an air cylinder at the bottom of the pump. Yours very truly, Van Dusen & Co., Ludwig Van Dusen, General Sales Agent.

Exercise 182

Van Dusen & Co., Sharon, Pa. Attention Mr. Van Dusen. Gentlemen: The outfit received for installation on the property of Mr. Angus MacKay has been placed and we find that we have an extra cylinder. Shall we ship this cylinder back to you or do you prefer that we make some other disposition of it? ¶ The 2½" cylinder leaks around the upper gauge. The fitting seems to be defective. Please send us another by special delivery to replace it. Very truly yours, McClain & Oneil, P. M. McClain, Manager.

Exercise 183

Messrs. McClain & Oneil, Jeannette, Pa. Attention Mr. McClain. Gentlemen: We have your letter in which you say that you

have an extra cylinder for the MacKay installation that you can not use. It is probable that the company shipped you two cylinders, one 2¼ and the other 2½. The smaller one is to be used down in the well as a water cylinder. The water cylinder must be smaller than the air cylinder just below the pump in order to pump air. We have no objection to your shipping back the one you say you can not use if you are sure that you will not need it. ¶ The leak mentioned is probably around the upper gauge. In nine cases out of ten, when a leak occurs, we find it in the fittings or in the packing around the water glass. ¶ We have sent forward the new fitting by special delivery as you requested. Yours very truly, Van Dusen & Co., Ludwig Van Dusen, General Sales Agent.

Exercise 184

Van Dusen & Co., Sharon, Pa. Attention Mr. Van Dusen. Gentlemen: There were three cylinders included in the outfit for Mr. Angus MacKay's water system. We have shipped the extra cylinder back to you in accordance with your instructions. ¶ We enclose check for \$412.80 to cover the cost of this installation. ¶ We have not received the bases for the tank that is to be installed on the property of Mr. Carlos D'Annuncio on the Mercer Road. Were these not to be included in the outfit? Very truly yours, McClain & Oneil, P. M. McClain, Manager.

Exercise 185

Messrs. McClain & Oneil, Jeannette, Pa. Attention Mr. McClain. Gentlemen: Your letter enclosing your check for \$412.80 was received this morning. ¶ Our price did not include any bases for the tank to be installed on the property of Mr. Carlos D'Annuncio. You will need two bases of 6x6 timber. Perhaps you can buy them in New Castle. ¶ Our contracting engineer has sent to you the blueprints and complete information for setting up this system. You will find everything carefully explained and you should have no trouble in reading the blueprints. ¶ Do not hesitate to call on us for anything you may need. Yours very truly, Van Dusen & Co., Ludwig Van Dusen, General Sales Agent.

(o for p; p for o) sws lol aqa ;p;

open pack pass plus pull pity plan pick part play post spot poor
person places period profit public proved policy pardon packed

Sentence Practice

Wisdom denotes the pursuing of the best ends by the best means.

The great business of life is to be, to do, and to do without.

Nothing costs less or is cheaper than compliments of civility.

From the lowest depth there is a path to the loftiest height.

Evolution is not a force, but a process; not a cause, but a law.

Paragraph Practice

That is the saddest of thoughts—as we grow older the romance fades, and all things become commonplace. (18-103)

Half our lives are spent in wishing for tomorrow, the other half in wishing for yesterday. (16-90)

Wild-flowers alone never become commonplace. The white wood-sorrel at the foot of the oak, the violet in the hedge of the vale, the thyme on the wind-swept downs, they were as fresh this year as last, as dear today as twenty years since, even dearer, for they grow now, as it were, in the earth we have made for them of our hopes, our prayers, our emotions, our thoughts.—Jefferies (73-384)

Would that it were possible for the heart and mind to enter into *all* the life that grows and teems upon the earth—to feel with it, hope with it, sorrow with it—and thereby to become a grander, nobler being.—Jefferies (42-220)

LETTER EXERCISES

Correspondence between the Pittsburgh Coke Company, Carnegie Building, Pittsburgh, and the Pittsburgh & Lake Erie Railroad Company, Pittsburgh. The correspondence also includes letters from Division Superintendents of the Railroad Company, making reports on the car movements. In the following budget use the style of letter you prefer. In one budget, however, do not use the same style for letters from different offices.

Exercise 164

Mr. J. L. O'Toole, Supt. Freight Transportation, Pittsburgh & Lake Erie Railroad Co., Pittsburgh, Pa. File 64-4-6597. Dear Sir: Cars PCC 875, and 1202, were reported empty at New Castle on February 9 and 10, respectively. ¶ Please advise if these cars are delayed, as we have had no further notice of their movements since the dates given. Also please arrange to move these forward promptly, as we are in immediate need of them to complete some rush shipments. Yours very truly, Pittsburgh Coke Company, C. A. Munson, Superintendent of Shipments. (92-555)

Exercise 165

DIRECTIONS: Carbon copies of the following letter to Mr. Munson are to be sent to F. M. Brown, Division Superintendent, New Castle, and to J. E. Hughes, Division Superintendent, Greensburg, Pa.

Mr. C. A. Munson, Superintendent of Shipments, Pittsburgh Coke Company, Pittsburgh, Pa. Dear Sir: We have your letter of February 17 in regard to the handling of PCC cars 875 and 1202, last reported at New Castle empty February 9 and February 10, respectively. ¶ Car 875 we find was moved from New Castle to McKees Rocks February 13; from this point the car was moved to Dickerson Run on February 14 and was delivered to the Pennsylvania Railroad at Summit Transfer February 16. ¶ Car 1202 was

MCMASTERS, MUSICK & CO.

MILLERS OF FLOUR

317
BUFFALO, N. Y.

MILLS AT
MINNEAPOLIS JEFFERSON
KANSAS CITY BUFFALO

PHONE CARRICK 5006

GENERAL OFFICES

200 CANAL STREET

April 10, 1927

Messrs. St. Clair & Co.
1004, 135th Street
Saulte Ste. Marie, Mich.

Attention of Mr. Jules La Forge

Gentlemen:

In accordance with your request we are returning the papers you submitted in the case of Van Horn vs. Macleod. Please have these papers executed and returned at your earliest convenience.

Your handling of the business connected with this case has been entirely satisfactory. Should we have other business of this nature in your city, we shall place it in your hands for settlement.

Very truly yours,

McMasters, Musick & Co.

E. J. Shawan
General Superintendent

SJS-mcs

Enclosure

Illustration No. 49. Style Letter No. 5

Style Letter No. 5 illustrates the method of calling the attention of a particular person to the letter. If you compare this style with Style Letter No. 4-B on page 100 you will observe the difference in the placement of the two expressions that these letters illustrate. The "Attention" expression is typed between the address and the salutation while the subject of the letter appears between the salutation and the body of the letter. The salutation agrees with the name given in the first line of the address, not with the name after "Attention."

moved from New Castle to New Castle Junction on February 12; from New Castle Junction to McKees Rocks February 13, and from the latter point to Dickerson Run on February 14 and was then delivered to the Pennsylvania Railroad to Summit Transfer February 16. ¶ It will be noted that both of these cars were subjected to some little delay both at New Castle and at Dickerson Run. These delays are under investigation and we will let you hear from us further in connection with this matter as soon as we have completed the investigation. Yours very truly, J. L. O'Toole, Superintendent Freight Transportation. (189-1111)

Exercise 166

Type the following notation on the copies to Mr. Brown and Mr. Hughes:

Please note. Will you gentlemen kindly investigate the delay of these cars at New Castle and Dickerson Run and advise as to the cause thereof? At the same time, see that it is thoroughly understood by all concerned at these points that the PCC cars must be given prompt movement in the future. J. L. O'Toole.

Exercise 167

Mr. J. L. O'Toole, Superintendent Freight Transportation, Pittsburgh & Lake Erie R. Co., Pittsburgh. Dear Sir: A complete investigation has been made of the handling of PCC cars 875 and 1202, file 64-4-6597, as you requested under date of February 19. ¶ At the time these cars were handled at Dickerson Run, the Western Maryland business was the heaviest that we have had for years, and preference in switching was given to their cars in order to keep the loads moving. ¶ However, preference was given to the movement of the Pittsburgh Coke Company cars over all other empties, and these cars were delivered with the first drafts of coke cars moved to the transfer. Yours truly, J. E. Hughes, Division Superintendent. (123-733)

Exercise 168

Mr. J. L. O'Toole, Superintendent Freight Transportation. Dear Sir: File 64-4-6597.

Investigation develops that car PCC 875 moved from the Pennsylvania Co. transfer at New Castle to Gardner Avenue Yard, 2:50 a. m., February 13; from Gardner Avenue Yard to East Yard New Castle Junction, same date, and left east on engine 9580, conductor Jackson, 8:00 p. m., February 13. ¶ Car PCC 1202 was received from the P. R. R. at New Castle at 3:00 a. m., February 12, moving from Gardner Avenue Yard to East Yard, New Castle Junction the same date, and departing east on engine 9564, conductor Freeman, 2:15 a. m., February 13. ¶ You will note that these cars received no undue delay on our line in the New Castle territory. While it is true that the one car laid at Gardner Avenue for some time after its arrival, this was due to the fact that after being received from the Interchange track, it was switched in the usual manner with outbound empties and not moved from Gardner Avenue until sufficient amount of empties had accumulated to make a drag for the East Yard. ¶ The importance of giving PCC cars prompt handling has been impressed on all persons concerned. Yours truly, F. B. Brown, Division Superintendent. (208-1226)

Exercise 169

Mr. C. A. Munson, Superintendent of Shipments Pittsburgh Coke Company, Pittsburgh. Dear Sir: Subject PCC cars 875 and 1202 investigation develops the fact that the Pennsylvania Railroad which road delivered the cars in question to the Carnegie Steel Company new castle works is responsible for the delay at new castle as they did not return the first car to us until 3:00 a. m. February 12 the second car was not returned to us until 2:50 a. m. February 13. ¶ The delay at Dickerson Run was due to the heavy run of loaded cars through that yard at the time preference however was given to the movement of PCC cars over all other empties and these particular cars were in the first draft of coke cars moved to the prr transfer. ¶ We think that this will satisfactorily explain the delay in returning the empty cars to you concerning which you first wrote us under date of February 17 yours very truly, Superintendent Freight Transportation (162-965)

subject sales adjustment file i 81 s 37 referring to correspondence exchanged under the above file number relative to shortage of eight bars in shipment of january 25 invoice da 1297 your order no 8600 177 we enclose credit memorandum dated march 18 in the amount of \$6.51 which will make the adjustment requested by you claim for this has been filed with the railroad company supported by the original b/1 affidavit covering loading and unloading and the original paid freight bill for freight charges paid at destination yours truly langdon felz steel company assistant general agent (107-699)

BUDGET XXVIII

Special Drills for Weak Fingers

anxious applied amounts ancient article average address account
analyst annuals angrily agonize absence acclaim awkward ascribe
lately likely larger lazily lively lowest simply lulled lonely
office notion wonder quotes output oxygen proofs soothe opaque
pepper praise prefix sphere appeal puppet lopped public propel
quotient quarrier quartern quaintly quarters question quietude
swish swell whisk swamp wisps swarm swear await sweep swift

Sentence Practice

Do more than you are paid for. Some day you will collect.
Notice that two-thirds of "promotion" consists of "motion."
The best tools are a keen will and intelligent fingers.
Opportunities grow stale unless promptly seized and used.
There is always ample room for all who do their work well.

Paragraph Practice

The man who has the largest capacity for work and thought is the man who is bound to succeed. I can not pretend to say, because I do not know, whether the man who works always, who never leaves his business, who is absolutely intent upon getting ahead, and who therefore does get ahead—is happier than the man who keeps office hours, both for his brain and his hands. It is not necessary for any one to decide the question. A ten-horsepower engine will not pull as much as a twenty. The man who keeps brain office hours limits his horsepower. If he is satisfied to pull only the load that he has, well and good, that is his affair—but he must not complain if another who has increased his horsepower pulls more than he does. Leisure and work bring different results. If a man wants leisure and gets it—then he has no cause to complain. But he can not have both leisure and the results of work.—Henry Ford

STROKES

65
134
199
269
338
408
476
545
616
686
754
824
892
921

BUDGET XXVI

Corrective Drills

Faulty shifting is caused by inaccurate control of the shift key. To correct this type of error, depress the shift key more firmly, and take a lengthened one-count for making the capital

quick quiet quite quits quote queer quarter quantity qualities

(e, f, o, t are frequently struck for r) frf juj ded kik ftf jyj

race rain real rate rich rose rush rest rule risk roof read ring
realize readily request remarks repairs respect railway removed

(a, c, d, e, w, x are frequently struck for s)

Alternate all letters of the alphabet with s.

sales scale sense shape short shown since sixth space style spend
samples satisfy section serious shipped similar special strange

(e, f, g, r, s, w, y are frequently struck for t)

Alternate each of these letters with t.

talk them told true trip type time then that stop stay term took
through teacher thought towards trouble telling Tuesday traffic

(i, r, y are frequently struck for u) juj frf kik ded jyj ftf

until upper usual under union trust truck yours route rough
understand unfortunate understood unnecessary undoubtedly

Sentence Practice

The sum of 49 and 126 and 83 and 50 and 69 and 102 is 479.

His lot is 45½' x 120'-8", and sold for \$3,500 in 1926.

The order is for 4/4 Common & Better Sound Wormy Chestnut.

Order #149 from O'Donovan & Co. *must be* shipped by May 10.

The note (James Bros.) is for six months @ 6% interest.

Paragraph Practice

It is not in war alone that the people of England cling to the unfortunate belief that we shall muddle through somehow. On the contrary, the phrase is as thoroughly characteristic of the mental attitude of the Briton as is the "tomorrow" of the Spaniard. As a nation, we really believe in muddling through, and are rather proud of ourselves for believing in it. There is a deep-seated feeling that it is un-English to attempt anything more, and that our dignity requires us to eschew that eagerness in organizing our forces and utilizing our opportunities which other nations do not blush to display. (103-601)

As a matter of fact, this feeling is not nearly so respectable as we fondly imagine. It is the product of intellectual laziness and false pride. Muddling is a thing to be ashamed of, and a thing which proper pride makes a man ashamed of, however successful he may be in it.—London Times (54-288)

LETTER EXERCISES

Correspondence between H. L. McAndrews, Director of Purchases, Caster Products Corporation, Chattanooga, Tenn., and C. W. Robertson, Auditor, Non-Rust Steel Company, Youngstown, Ohio.

LETTER EXERCISES

Correspondence between W. J. Williams, Vice President of the Independent Foundry Company, Springfield, Mass., and Mr. C. P. Newton, Assistant General Agent of the Langdon-Feltz Steel Company, Pittsburgh.

Exercise 175

Mr. C. P. Newton, Assistant General Agent, Langdon-Feltz Steel Company, Pittsburgh.
Dear Sir: Referring to your bill No. DA-1297, dated January 25, our No. B71429, amounting to \$227.93, covering twin load of steel on PMCK&Y cars 90373 and 40554: ¶ Please be advised that we find a shortage in connection with this shipment of eight pieces of 2" x 1/2" x 11'6", weighing 308 pounds, Mark No. 8600-C-259, applying on our order 8600-177. Your invoice calls for 39 pieces of this size, weighing 1500 pounds, whereas we received 31 pieces, weighing 1192 pounds. ¶ Will you kindly send us credit to cover this missing material? ¶ We will not require this shortage to be made up, as it can be taken care of from stock. ¶ A copy of this letter is being sent to Wm. J. Anderson, General Superintendent, with the request that an affidavit and copy of bill of lading and a statement of track scale weights be sent to your Pittsburgh office. Yours very truly, Vice President. (171-968)

Exercise 176

Have five spaces only between the date line and address.

Verona, Pa. Mr. C. P. Newton, Assistant General Agent, Langdon-Feltz Steel Company, Pittsburgh. Dear Sir: Subject: Claim I-81 S-37 Independent Foundry Co. Our records show that 39 bars of 2 x 1/2 - 11'6" were shipped us from the Gibsonia Steel Works in cars PRR 315848 and 370507. It was necessary for us to repile this material when transferring it from the above cars to the cars in which we shipped the material to the Independent Foundry Company, and the man who transferred and replied the bars states that he recounted this material. The lift contained 39 bars as billed. Our weights are as follows:

Gross	PMCK&Y 90373	PMCK&Y 40554
Tare	108,600 lbs.	85,500 lbs.
Net:	47,100 "	45,100 "
Billed	61,500 "	40,400 "
B/L	99,191 lbs.	
Marked Tare	99,191 "	
	45,400 lbs.	43,500 lbs.

An affidavit and a copy of the bill of lading are enclosed. Yours truly, Wm. J. Anderson, General Superintendent. Enclosure. (158-689)

Exercise 177

Independent Foundry Company, W. J. Williams, Vice President, Springfield, Mass. Dear Sir: DA 1297, Order 8600-177. Referring to your letter dated February 15, File 8600, regarding a shortage of eight bars in the above mentioned shipment, we have gone over our records of this consignment very carefully and find that the entire quantity of material was loaded and shipped as billed. We are, therefore, unable to account for the shortage at destination unless due to loss in transit. ¶ If you are positive the eight bars in question have not been received or other material in place of them, please execute the enclosed form of affidavit, returning with the original bill of lading and original paid expense bill. We will then make the further adjustments necessary to satisfactorily close the account. Yours truly, Langdon-Feltz Steel Company, Assistant General Agent. (139-880)

Exercise 178

Mr. C. P. Newton, Assistant General Agent, Langdon-Feltz Steel Co., Pittsburgh. Dear Sir: Referring to your letter of March 4, with further reference to your bill No. DA-1297, our No. B71429, amounting to \$227.93, covering twin load of steel on PMCK&Y cars 90373 and 40554, in connection with which there was a shortage of eight pieces 2" x 1/2" x 11'6", weighing 308 pounds, Mark No. 8600-C-259, we are enclosing, in accordance with your request, the affidavit form properly filled out, together with the original bill of lading. ¶ The paid freight bill will be forwarded to you within a day or two by our Works Accountant. ¶ If there is any further information that we can give you, kindly let us hear from you. Yours very truly, W. J. Williams, Vice President. (135-764)

Exercise 179

independent foundry company w j williams
vice president springfield mass gentlemen

Exercise 170

Non-Rust Steel Company, Youngstown, Ohio. Attention Mr. C. W. Robertson. Gentlemen: Our Receiving Department advises that they are short 1,840# on our Purchase Order #45334, Lot #19428, calling for 11,400# of 11/16" round #1120 steel, shipped in PRR car #281348, invoice YB-428 of January 11.

¶ Please arrange to send us a credit memorandum covering this shortage. We will not require the material to be replaced. Very truly yours, H. L. McAndrews, Director of Purchases, Caster Products Corporation.

(84-508)

Exercise 171

(Interoffice correspondence) T. C. Malone, Chief Clerk. Please make a careful investigation of the loading of PRR car #281348 containing 11/16" round #1120 steel and shipped to Caster Products Corporation, our Invoice YB-428 of January 11. ¶ The Caster Products Corporation reports a shortage of 1840#. Let me have your report as soon as possible. Refer to Claim C-1321-A-7. (Signed) C. W. Robertson. (66-382)

Exercise 172

(Interoffice correspondence) Mr. C. W. Robertson, Auditor. Dear Sir: SUBJECT: Claim C-1321-A-7. Caster Products Corporation. After careful investigation of all records pertaining to the loading and shipping of the #1120 steel shipped on January 11, our Invoice YB-428, we are unable to account for the reported shortage of 1840#. As far as we are able to determine, the full amount as invoiced was shipped. ¶ The bars in question were loaded direct from our mill into the car; consequently, we obtained but one weight; which checks very closely with our check track scale weight. This indicates that no discrepancy existed. We also find that on the item in question the weight shown to have been finished and shipped by the Mill checks very favorably with the amount of billets charged for the order, which, of course, gives us a very good check on the amount shipped.

¶ Our check track scale weights were as follows:

Gross	107650
Tare	44500
Net	63150
Invoice	63310

Yours very truly, T. C. Malone, Chief Clerk.
(171-989)

Exercise 173

Mr. H. L. McAndrews, Director of Purchases, Caster Products Corporation, Chattanooga, Tenn. Claim C-1321-A-7: Difference in Weight. Dear Sir: On February 8 you wrote us making claim for shortage of 1840# on the first item of our invoice YB-428 of January 11. ¶ We have had our mill people investigate their records and they are unable to account for the discrepancy reported. The weight of the material was obtained on our small scales and after the car was loaded a track scale weight was obtained with the following results:

Gross	107650
Actual Tare	44500
Net	63150
Total Inv. Wt.	63310

¶ You will note that a comparison of these weights shows only a variation of 160#, which we believe is conclusive evidence that our billing is rendered correctly. ¶ If you were short the weight reported on the first item of our billing, it is probable that you were over to this extent on one of the other items. We should also like to know how many coils of this size were used by you. ¶ We might further state that our production records were checked over and the weight as reported on our billing checks very favorably with the amount of billets charged into our mill for production of the order, which, of course, gives us a very good check on the amount shipped. ¶ In case a recheck of your records fails to find the shortage, we should appreciate your furnishing us an affidavit together with the original bill of lading and receipted expense bill so that we can make a claim against the carriers. Yours truly, Non-Rust Steel Company, C. W. Robertson, Auditor.
(275-1571)

Exercise 174

non rust steel company youngstown ohio at- and that our report of this shortage was in
tention mr c w robertson gentlemen subject error you will please close your files on this
c1321 a 7 we have made a thorough investi- complaint the invoice has been passed for
gation of the reported shortage of 1840# on payment for the original amount very truly
the first item of your invoice yb 428 and find yours h l mcandrews director of purchases
that our recheck shows that you are correct caster products corporation (88-538)

BUDGET XXVII

Corrective Drills

Beginning with Budget 23, corrective drills have been given which, when intelligently practiced, will do much to eliminate certain types of common errors. Let these drills be the basis for your corrective drill practice, but carefully study your own errors and formulate your own individual corrective drills to meet your own particular needs. You will find that a great many errors are of the adjacent key type, such as striking v for b. These errors are caused by imperfectly directing the finger stroke. This is a mental error, and can be corrected by mentally contrasting the reaches and accurately determining the distance from one key to another.

(b, c, f are frequently struck for v) fv^f jm^j fb^f jn^j dcd k,k

valued visited variety visitor various volumes covered valuable

(e, s are frequently struck for w) sws lol ded kik

with went when wire wish wise wood work worn week ways wear walk
want wait well what whom will word wide wore wild weak wife were

(c, s, z are frequently struck for x) dcd sxs aza

exactly examine excited example exercise expense explain exceeds
examination experienced explanation exceedingly excitement extend

(e, h, t, u are frequently struck for y)

yield young youth yards yeast yours yacht yearn today years hurry
yourself yellowed younger yielding youthful yesterday yearning

zeal zero zest hazy lazy zinc quiz zone zenith zephyr zealous

Special Paragraph Practice

The trouble with a lot of men who would have their dreams come true is that they
dream too much in business hours. (23-114)

We get perfect character, as we do muscle, through doing things; it is the muscle of
the soul.—Henry Drummond (20-109)

There is only one real failure in life, and that is not to be true to the best one knows.—
Canon Farrar (22-103)

A lot of men fail to recognize opportunity because it often appears in the disguise of
hard work. (18-97)

There is healing in the trees for tired minds, and there is strength in the hills, if only
we will lift up our eyes.—Coolidge (25-126)

We may not understand our part in the great whole, but we are here to play it, as best
we can, and now is our time.—David Starr Jordan (29-135)

A Summary of Drills

Location Drills

1. fff jjj
frf juj
ftf jvj
fvf jmj
fbf jnj
2. ddd kkk
ded kik
dcd k,k
sws lol
sxs l.l
3. faf j;j
aqa ;p;
aza ;/;
fgf jhj

Balanced Movement Drills

4. afsdf ;jlkj 6. afsdedf ;jlkikj
afsdcd f ;jlk,kj
5. afsdrtf ;jlkuyj
afsdvbf ;jlkmnj 7. afwsedf ;jolikj

Figure Drills—for Daily Practice

8. fr4f ju7j fr5f jy6j de3d ki8k sw2s l09l a;0;
9. f4f j7j f5f j6j d3d k8k s2s l9l ;o; f&f j&j f%f j_j d#d k'k s"s l(1
10. f4j7 f5j6 d3k8 s2l9 a;0;
11. one 1 two 2 three 3 four 4 five 5 six 6 seven 7 eight 8 nine 9 ten 10

Intensive Repetition Drills

12. frftfrf jujvjuj 14. qupra; weiodk 17. querio patisy
- fvfbvfv jmjnjmj 15. fafeof j;jl,j 18. cedik, zavm;p
13. dedcded kik,kik 16. wawbwc o;ono, 19. quwiewo tay;sl
- swxswf lol.lolj 20. kc,d diek
sowl s.xl

Rhythm Drills

High Frequency Drills

Based on a Study of the One Thousand Most Frequently Used Words

21. anmed heret 24. acpre fojut 27. hague fajon
inere ntens teyou silea aslit reuom
22. thisy urone 25. coked lewig 28. reuln zaput
eaing owthe ayosh tirol ooras tthir
23. arout stlyn 26. selin teurl 29. selit paqub
coley ramen aipog demal then; many,

Alphabetic Sentences

30. Juxtaposition of ruby and emerald quickly crazed the extravagant wife.
31. So weobegone a deportment of the wizen extra quickly rejoiced Yvonne.
32. Jack's perplexed, puzzled physiognomy blinked quietly in full view.
33. Quizzically juggling extraordinary matters helped Black win favor.
34. Jacques, the valedictorian, amazed big Frank with explanatory zeal.
35. Xantippe quickly judged Socrates' quizzical habit of musing was vain.
36. John Zilbandy saw the quick vamp fixing the trapeze.
37. Bizarre Frenchmen were extremely whetted against quick revolution.
38. Juvenile zest for excitement whetted interest in parking by the quay.
39. Prosceniums of Shakespearean stages utilized well every bequeathed jinx.
40. Bismarck proved equally just when excluding her from the Zollverein.

W8-AAZ-736

